



**APPRISS**<sup>®</sup>  
HEALTH



# Requestor User Support Manual

## Kansas Prescription Drug Monitoring Program

October 2021  
Version 2.4

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# 1 Document Overview

The PMP AWAxR*Requestor User Support Manual* provides step-by-step instructions for healthcare professionals and other users requesting data from the Kansas Prescription Monitoring Program (PDMP) database. It includes such topics as:

- Registering for an account
- Creating patient requests
- Viewing request status
- Viewing patient reports
- Appointing a delegate to request and receive information on behalf of a prescriber or dispenser
- Managing your account

## 1.1 What is a Requestor?

A requestor is a PMP AWAxR account type typically used to review patients' prescription history. A requestor's primary task within the application is to determine if a patient should be given or dispensed a prescription based on their prescription history. Requestors are the strongest line of defense in preventing prescription drug abuse. Physicians and pharmacists are the most common type of requestor; however, there are a myriad of roles that can be classified as a requestor. A complete list of available roles that fall into the requestor category is provided below:

### Healthcare Professionals

- Dentist
- IHS Dispenser
- IHS Prescriber
- Medical Intern with Prescriptive Authority
- Medical Resident
- Medical Resident with Prescriptive Authority
- Midwife with Prescriptive Authority
- Military Prescriber
- Naturopathic Physician
- Nurse Practitioner/ Clinical Nurse Specialist
- Optometrist
- Pharmacist
- Pharmacist in Charge
- Pharmacist with Prescriptive Authority
- Pharmacist's Delegate - Licensed
- Physician (MD, DO)
- Physician Assistant
- Podiatrist (DPM)
- Prescriber Delegate - Licensed
- Prescriber without DEA
- VA Dispenser
- VA Prescriber

### Other

- Board of Pharmacy Investigator
- Medical Examiner/ Coroner
- State Medicaid Program

## 2 Registration

This chapter provides an overview of the PMP AWARxE registration process as well as detailed instructions for registering for an account and registering for a delegate account.

### 2.1 Registration Overview

PMP AWARxE requires that every individual register as a separate user, using their email address as their username within the system. A user can register as a delegate, a role that is designed to allow the user to generate reports on the behalf of another, current user; for example, a nurse at a small doctor's office could be assigned to act as a delegate to the physician to create Narx Reports for the patients whom the physician would be seeing that day. All queries run by the delegate are attributed to the prescriber for whom they run the report.

Please note that if you had an account with the previous system, you may already have an account in PMP AWARxE. Please attempt to access your account by following the [Reset Password](#) instructions located in this guide before attempting to create a new account. Please utilize the email address associated with your previous account.

The registration process is comprised four sections: Register for an Account, User Role Selection, User Demographics, and Review Profile Details. All sections must be completed before your registration is successfully submitted for processing.

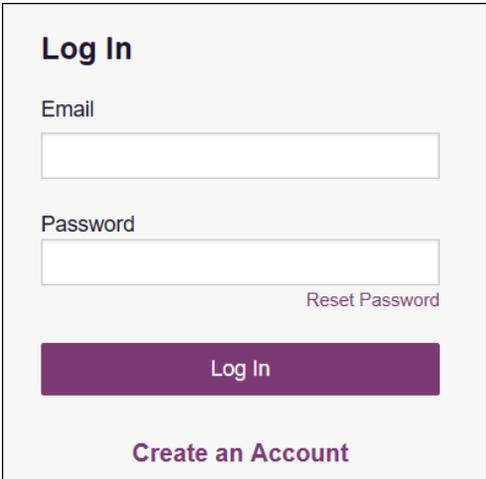
Some requestor roles may also require you to upload of a copy of a current government-issued photo ID, such as a driver's license or a passport, or notarized validation documents. If required, you must submit this documentation before your account can be approved. Digital copies of these documents can be submitted through PMP AWARxE after you have completed the registration pages.

### 2.2 Registering for an Account

To request a new account in PMP AWARxE:

1. Navigate to <https://kansas.pmpaware.net/login>.

The Log In page is displayed.



The screenshot shows a login form with the following elements:

- Log In** (Section Header)
- Email** (Label) with an input field below it.
- Password** (Label) with an input field below it.
- [Reset Password](#) (Text link) located to the right of the password field.
- Log In** (Text on a purple button)
- [Create an Account](#) (Text link)

2. Click **Create an Account**.

The Register for an Account page is displayed.

**Note:** A tutorial describing the complete registration process is available by clicking the **Registration Process Tutorial** link located in the top right corner of the page.

3. Enter your current, valid email address in the **Email** field, then re-enter it in the **Confirm Email** field. The email address you provide will be your username for logging in to the system.

**Note:** If the email addresses you entered do not match, an error message is displayed.

4. Enter a password in the **Password** field, using the password requirements provided below, then re-enter it in the **Password Confirmation** field.

*Passwords must contain:*

- One (1) uppercase letter
- One (1) lowercase letter
- One (1) special character such as !, @, #, \$, etc.

*Note that a checkmark appears next to each requirement as it is met.*

Password

Password Confirmation

Password Must:

- Minimum of 8 characters
- ✓ Contain one upper case letter
- ✓ Contain one lower case letter
- Contain one special character (! @ # \$ etc.)
- ✓ Maximum of 72 characters

*If the passwords you entered do not match, an error message is displayed.*

Password

Confirm Password

**!** The passwords you entered do not match.

5. Click **Continue**.

The Account Registration: User Role Selection page is displayed.

Registration Process Tutorial  
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## Account Registration

Tell us about your role

I am:

- a Healthcare Professional or Delegate
- an Agency Administration
- a Restricted Admin
- in Law Enforcement
- an Other Professional

Log out, Complete Later **Continue**

**Note:** At this point in the registration process, you may click **Log Out, Complete Later** to save your login credentials and complete your registration at a later time. When you are ready to complete your registration, navigate to <https://kansas.pmpaware.net>, then enter the username and password you established in the previous steps.

The list of available user roles in that category is displayed.

### Account Registration

**Tell us about your role**

I am:

  
a Healthcare Professional  
or Delegate

  
an Agency Administration

  
a Restricted Admin

  
in Law Enforcement

  
an Other Professional

**Select a specific role from below**

**Notes:**

- *The roles displayed on this page may vary depending on your state's configurations.*
- *If you are registering as a delegate, please ensure that you select the appropriate delegate user role (e.g., Prescriber Delegate, Pharmacist Delegate, etc.).*
- *If you do not see an applicable role for your profession, the State Administrator has not configured a role of that type and potentially may not allow users in that profession access to PMP AWARxE. Please contact your State Administrator for more information.*

7. Click to select your user role, then click **Continue**.

The Account Registration: User Demographics page is displayed.

The screenshot shows the 'Account Registration' page. At the top, it displays 'Role category: Healthcare Professional' and 'Role: Physician (MD, DO) | Change'. Below this is the 'Professional Details' section, which includes a 'DEA Number' field with a red asterisk and an 'Add' button. There is also a 'National Provider ID' field with an 'Autofill Form' button and a description: 'Autofill the remainder of this form with the information associated with your national provider id number.' A legend indicates that a red asterisk denotes a required field.

**Notes:**

- If you selected the wrong user role, you may click **Change**, located at the top of the page next to the user role you selected, at any time to return to the previous page and select the correct user role. Please be aware that changing your user role will cause you to lose any information you entered on the registration form.
- The information you are required to enter on this page may vary by state. Required fields for your state are marked with a red asterisk (\*). You may use the information provided below as a guideline; however, the same fields will not be displayed or required for every user role.

- a. The Professional Details section of this page allows you to enter such information as your DEA number, NPI number, professional license number, license type, and healthcare specialty.

This screenshot provides a closer view of the 'Professional Details' section. It includes the 'DEA Number' field with an 'Add' button. Below it is the 'National Provider ID' field with an 'AutoFill Form' button. Further down are the 'Professional License Number' field and the 'License Type' dropdown menu. At the bottom, there is a search bar for 'Add a Healthcare Specialty' with a 'Browse All' link and a note that a star icon designates a primary specialty.

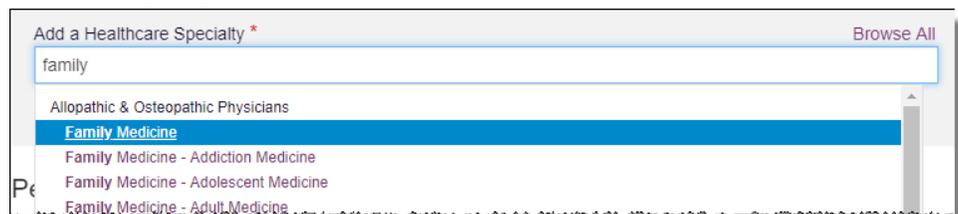
- To add your DEA number, enter it in the **DEA Number** field, and then click **Add**. You may add multiple DEA numbers, if permitted by your state, by repeating this process for each DEA number you wish to add. Once you click **Add**, the DEA number is displayed beneath the **DEA Number** field. If necessary, you may click **Remove** next to a DEA number to remove it.



The screenshot shows a form with a text input field labeled "DEA Number" containing the value "MD1234567" and a purple "Add" button. Below the input field is a section titled "DEA Numbers Added" which contains a list with the value "MD1234567" and a "Remove" button next to it.

**Note:** Please enter all active DEA numbers, if applicable.

- If you have an NPI number, you can enter it in the **National Provider ID** field, then click **Autofill Form** to auto-populate the form with the demographic information associated with your NPI number.
- To search for your specialty, begin typing it in the **Add a Healthcare Specialty** field. A list of specialties matching your search criteria is displayed. Click to select your specialty from the list. You may repeat this process to select multiple specialties.



The screenshot shows a dropdown menu titled "Add a Healthcare Specialty" with a search input field containing the word "family". The dropdown list is open, showing "Allopathic & Osteopathic Physicians" as the selected category, with "Family Medicine" highlighted. Other options include "Family Medicine - Addiction Medicine", "Family Medicine - Adolescent Medicine", and "Family Medicine - Adult Medicine". A "Browse All" link is visible in the top right corner.

Once you have selected your specialty from the list, it is displayed beneath the **Add a Healthcare Specialty** field. If necessary, you may click the "x" to remove it.



The screenshot shows the "Add a Healthcare Specialty" field with a search input field containing the text "Search by keyword (e.g. Allergy, Internal, Sports, Clinical, etc)". Below the search field, there is a section titled "Designates Primary Specialty" with a star icon. Underneath, there is a list of selected specialties: "Allopathic & Osteopathic Physicians" and "Family Medicine". A small "x" icon is visible next to the list to remove the selection.

Personal Information

First Name *	Middle Name	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of Birth *	Last 4 digits of SSN ? *
<input type="text"/>	<input type="text"/>

Primary Contact Phone (###) ### ####	Mobile Phone Number ? * (###) ### ####
<input type="text"/>	<input type="text"/>

This may be used for password reset

- c. The Employer Information section of this page allows you to enter information about your employer such as DEA number, NPI number, name, address, phone number, and fax number.

Employer Information

Employer DEA Number(s)	<input type="text"/>	<input type="button" value="Add"/>
------------------------	----------------------	------------------------------------

Employer National Provider ID(s)	<input type="text"/>	<input type="button" value="Add"/>
----------------------------------	----------------------	------------------------------------

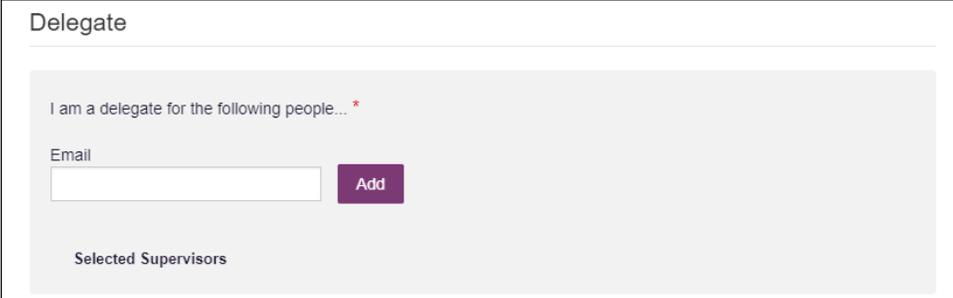
  

Employer Name	<input type="text"/>	
Address	<input type="text"/>	
Address Line 2	<input type="text"/>	
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone	Fax	
(###) ### ####	(###) ### ####	
<input type="text"/>	<input type="text"/>	

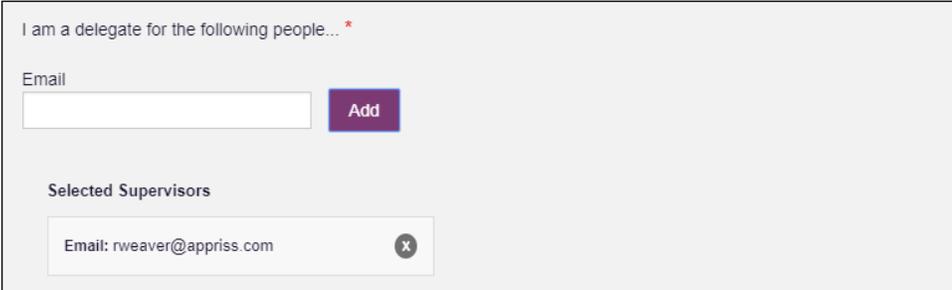
- To add your employer’s DEA or NPI number, enter it in the appropriate field, and then click **Add**. You may add multiple DEA and/or NPI numbers, if permitted by your state, by repeating this process for each DEA/NPI number you wish to add. Once you click **Add**, the DEA/NPI number is displayed beneath the appropriate field. If necessary, you may click **Remove** next to a DEA/NPI number to remove it.

Employer DEA Number(s)	<input type="text" value="MD0000000"/>	<input type="button" value="Add"/>
<b>DEA Numbers Added</b>		
MD9876543	<input type="button" value="Remove"/>	
MD0000000	<input type="button" value="Remove"/>	

- d. If you selected a delegate user role (e.g., Prescriber Delegate, Pharmacist Delegate, etc.), you must add your supervisor(s) in the Delegate section of this page. *Note that this section is only displayed if you selected a delegate user role.*



- To add a supervisor, enter their current, valid email address in the **Email** field, and then click **Add**. You may add multiple supervisors by repeating this process. Once you click **Add**, the supervisor's email address is displayed beneath the **Email** field. If necessary, you may click the "x" to remove it.



**Notes:**

- *The supervisor must already have a registered account with your state's PMP.*
- *Ensure that you enter the supervisor's email address correctly and that it is a valid email address.*
- *You will not be able to perform Patient Requests on behalf of a supervisor until that supervisor has approved you as a delegate.*

**Note:** At this point in the registration process, you may click **Log Out, Complete Later** to save your login credentials and complete your registration at a later time. When you are ready to complete your registration, navigate to <https://kansas.pmpaware.net>, then enter the username and password you established in the previous steps.

The Account Registration: Review Profile Details page is displayed.

← Back

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## Account Registration

### Review Profile Details

Please take a moment to review the information below before submitting.

Role category: **Healthcare Professional**  
Role: **Physician (MD, DO)** | Change

DEA Number(s): MD1234567  
National Provider ID:  
Professional License Number: 12345 License Type: MD  
Healthcare Specialty: Allopathic & Osteopathic Physicians(Family Medicine)

**Personal Information** Edit

First Name: TEST  
Middle Name:  
Last Name: USER  
Date of Birth: 02/03/1983  
Last 4 digits of SSN: 1234  
Primary Contact Phone:  
Mobile Phone Number: (555) 555-5555  
Employer DEA Number(s): MD9876543, MD0000000  
Employer National Provider ID(s):  
Employer Name:  
Address:  
Address Line 2:  
City:  
State:  
Zip Code:  
Phone:  
Fax:

Log out, Complete Later Submit & Continue

9. Review your information to ensure it is correct before submitting your registration.
  - a. If you need to change your user role, click **Change**, located at the top of the page next to the role you selected. *Note that changing your user role will cause you to lose any information you entered on the registration form.*
  - b. If you need to edit your personal information, click **Edit** next to the **Personal Information** section header.
10. If all information is correct, click **Submit & Continue**.

Once you have submitted your registration, you will be notified of your account status ([Access Granted](#), [Pending Approval](#), or [Not Complete – Additional Documents Needed](#)) and instructed to [verify your email address](#).

**Note:** *If you are a delegate, you must also be approved by any supervisors you have selected before you can perform a Patient Request.*

#### Notes:

- *If you are a delegate, you must be approved by any supervisors you have selected before you can perform a Patient Request.*
- *If configured by your state, upon logging in, you may be presented with the End User License Agreement that you must review and accept prior to using*

the application.

### End User License Agreement

TERMS AND CONDITIONS FOR USE OF THE Appriss PMP AWAARxE Demo (APAD)  
(Test Updated 09/22/2018)

By logging in to and using the Appriss PMP AWAARxE Demo ("APAD"), you agree to abide by the requirements governing the Prescription Monitoring Program at 105 CMR 700.012 and any other applicable requirements, including, but not necessarily limited to:

- 1) Where applicable - You attest that you are a duly licensed practitioner, pharmacist or other licensed health care professional authorized to prescribe or dispense controlled substances in the Commonwealth of Kentucky.
- 2) Where applicable - You further attest that you are duly registered with the Kentucky Department of Public Health, Office of Prescription Monitoring and Drug Control, to prescribe controlled substances in at least one of the Schedules II through V or duly registered with the Board of Registration in Pharmacy to dispense controlled substances in at least one of the Schedules II through V. You also agree to promptly notify the Department of any change or proposed change in licensure or registration status.
- 3) Where applicable - You attest that you are a member of law enforcement authorized by your state or federal agency and the Kentucky Department of Public Health to access APAD, and that you are aware of and intend to comply with the restrictions on

- b. **Pending Approval:** If your account requires manual approval to complete your registration, your registration status will be "Pending Approval." You may click the plus sign (+) next to **Registration Details** to view the information you submitted. *Note that your information may not be edited at this time.* Refer to [Account Approval](#) for more information.

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## Account Registration

 **Status: Your Account is Pending Approval**

Your registration information and documents are being reviewed for approval. Watch your email or log in for status updates. You can review your submitted documents below and upload more if required.

**Email Verification:** Not Complete - Please check your email and verify. [Resend Email](#)

- c. **Not Complete – Additional Documents Required:** If your user role requires that you upload validation documents to complete your registration, your registration status will be "Not Complete – Additional Documents Required," and the Account Registration page displays the list of required documents.

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### Account Registration

**! Status: Registration Not Complete - Additional Documents Needed**

Based on the user role you've chosen, you are required to submit additional documentation. Please review the required document(s) below and upload them for review. You can complete this section now or at a later time by logging back into your account.

Once all required validation documents are received, your registration will be reviewed for approval.

#### Required Documents

Download the required documents if needed and upload below

Required Documents	Uploaded File
Notarized Document	No file uploaded

Choose File [Max File Size: 10MB]

Log out, Complete Later Submit Documents

- Click **Choose File** to upload the required document(s) to your account, then click **Submit Documents**;

Or

- Click **Log Out, Complete Later** to return at a later time and upload the required document(s). When you are ready to complete your registration, navigate to <https://kansas.pmpaware.net>, then enter the username and password you established in the previous steps.

Once you have submitted your documents, you will be notified that your account is pending approval and instructed to [verify your email address](#). You may click the plus sign (+) next to **Verification Documents and Registration Details** to view the information you submitted. *Note that your information may not be edited at this time.* Refer to [Account Approval](#) for more information.

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### Account Registration

**👤 Status: Your Account is Pending Approval**

Your registration information and documents are being reviewed for approval. Watch your email or log in for status updates. You can review your submitted documents below and upload more if required.

**Email Verification:** Not Complete - Please check your email and verify. Resend Email

+ Verification Documents

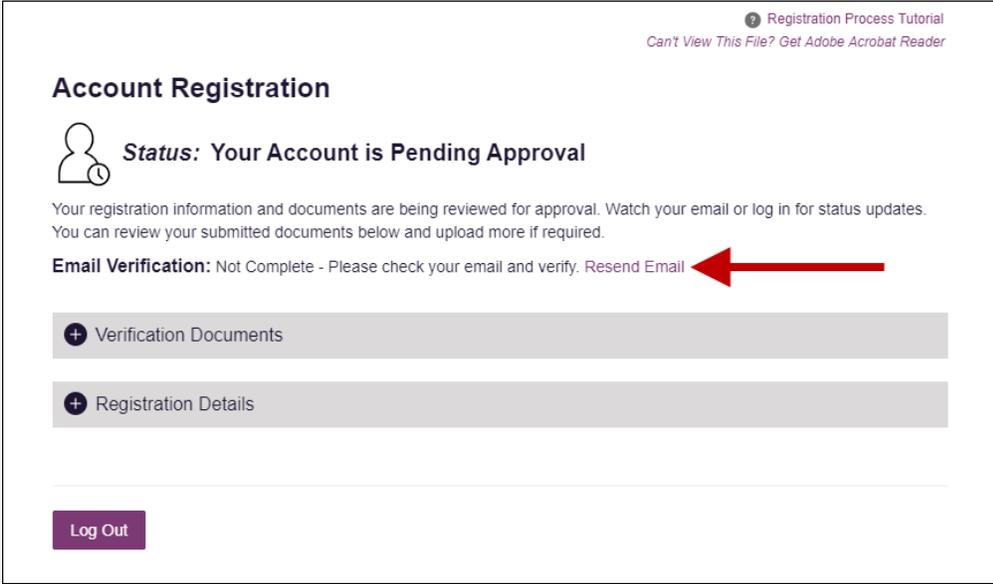
+ Registration Details

Log Out

## 2.3 Verifying Your Email Address

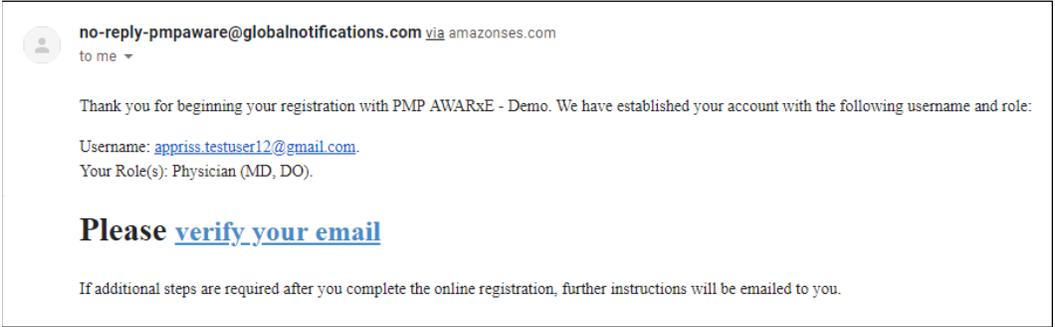
Once you have submitted your registration, PMP AWARe sends an email to the supplied email address for verification of an active email address.

**Note:** If you did not receive the email containing the verification link, you may click **Resend Email** from the Account Registration page.



The screenshot shows the 'Account Registration' page. At the top right, there is a link for 'Registration Process Tutorial' and a note 'Can't View This File? Get Adobe Acrobat Reader'. The main heading is 'Account Registration'. Below it is a user icon and the status: 'Status: Your Account is Pending Approval'. A message states: 'Your registration information and documents are being reviewed for approval. Watch your email or log in for status updates. You can review your submitted documents below and upload more if required.' Underneath, it says 'Email Verification: Not Complete - Please check your email and verify. Resend Email', with a red arrow pointing to the 'Resend Email' text. Below this are two expandable sections: '+ Verification Documents' and '+ Registration Details'. At the bottom left is a 'Log Out' button.

When you receive the email, it will contain a link to verify your email address. Click the **verify your email** link.



The screenshot shows an email notification. The sender is 'no-reply-pmpaware@globalnotifications.com via amazonses.com' and it is addressed 'to me'. The body of the email says: 'Thank you for beginning your registration with PMP AWARe - Demo. We have established your account with the following username and role: Username: [appriss.testuser12@gmail.com](mailto:appriss.testuser12@gmail.com). Your Role(s): Physician (MD, DO). Please [verify your email](#)'. At the bottom, it says: 'If additional steps are required after you complete the online registration, further instructions will be emailed to you.'

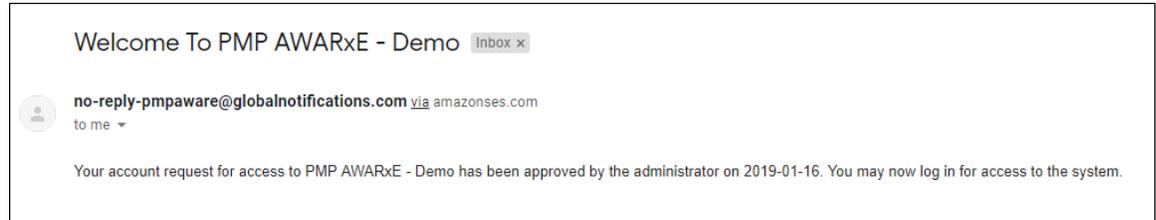
### Notes:

- The link contained within the email is only valid for 20 minutes. In the event that time has expired, clicking the link will result in a new email verification notification being sent to you. Click the link in the new email to verify your email address.
- If you are not able to receive HTML-formatted emails or emails with hyperlinks, please contact the help desk.

**Note:** If your account requires approval, you will not have full access to PMP AWARe functionality, including performing patient requests, until your account is approved. Please refer to [Account Approval](#) for more information.

## 2.4 Account Approval

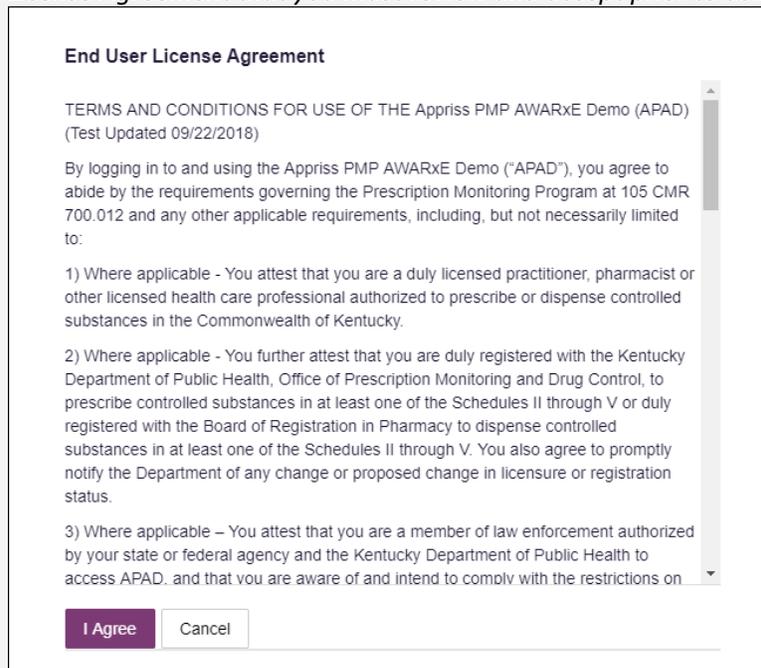
Once the State Administrator has determined that all you have met all account requirements and has approved your account, you will receive an email stating that your account has been approved and is now active.



Once you receive the account approval email, you can log in to PMP AWARxE using the email address and password you created when you registered.

### Notes:

- *If you no longer have the password, you can reset it by following the instructions in the [Reset Password](#) section of this document.*
- *If you are a delegate, you must be approved by any supervisors you have selected before you can perform a Patient Request.*
- *If configured by your state, upon logging in, you may be presented with the End User License Agreement that you must review and accept prior to using the application.*



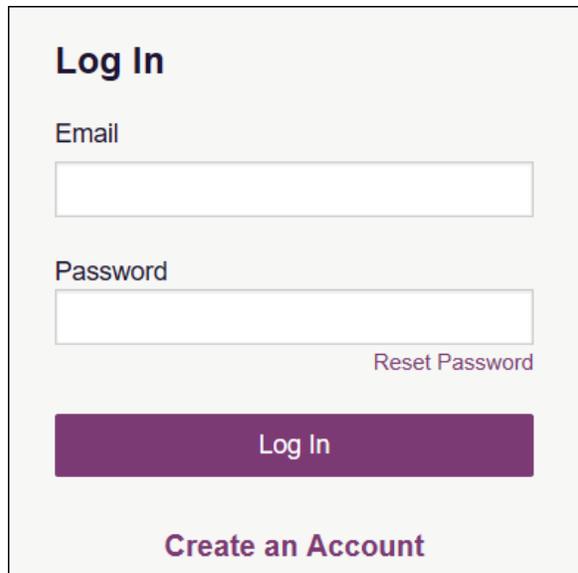
## 3 Basic System Functions

This chapter describes how to log in to PMP AWARE, the Requestor Dashboard that is displayed upon logging in, and how to log out.

### 3.1 Log In to PMP AWARE

1. Navigate to <https://kansas.pmpaware.net/login>.

The Log In page is displayed.



2. Enter the email address you provided when you registered in the **Email** field.
3. Enter your password in the **Password** field.

**Note:** If you have forgotten your password, click **Reset Password**. You will be prompted to enter the email address registered to your account. Once you have entered a valid, registered email address, you will receive an email with a link to reset your password.

4. Click **Log In**.

The My Dashboard page is displayed. Please refer to the [My Dashboard](#) section for a complete description of the dashboard.

## 3.2 My Dashboard

Upon logging in to PMP AWARxE with an approved account, the requestor dashboard (My Dashboard) is displayed. This dashboard provides a quick summary of pertinent items within PMP AWARxE, including State Administrator announcements, your recent patient searches, and, if applicable, your delegate's or supervisor's status. My Dashboard can be accessed at any time by clicking **Menu > Dashboard** (located under **Home**).

The screenshot shows the 'My Dashboard' interface. It is divided into several sections:

- Recent Requests:** A table with columns: Patient Name, DOB, Status, Request Date, and Delegate. It lists five requests, all with a status of 'Complete'. A 'View Requests History' link is at the bottom right of this section.
- Delegates:** A table with columns: Delegate Name, Status, and Request Date. It lists two delegates: 'James Delegate' (pending) and 'Jordan Delegate' (approved).
- My Favorites:** A section with a link for 'RxSearch - Patient Request'.
- PMP Announcements:** A section with two announcement cards. The first is dated 10/13/2017 and the second is dated 09/20/2017. A 'View all Announcements' link is at the bottom right.
- Quick Links:** A section with a link for 'PMP Support'.

### 3.2.1 Recent Requests

This section displays your most recent patient searches, including those performed by one of your delegates.

- You can view the Narx Report by clicking the patient's name.
- You can view a list of all past requests by clicking **View Requests History**. You can also access your request history at any time by clicking **Menu > Requests History** (located under **Rx Search**).

**Note:** The report that is displayed when you click the patient's name is a historical report, meaning that it contains the data that was viewed when the report was initially run. For instructions on performing new patient Rx history searches, please refer to the [Creating a Patient Request](#) section.

### 3.2.2 Delegates/Supervisors

This section displays your delegates or supervisors, depending on your user role.

- If you are a supervisor, you can quickly change a delegate's status from the dashboard by clicking the delegate's name. Once you click the delegate's name, the Delegate Management page is displayed, and you can approve, reject, or remove a delegate from your profile.
- You can click **Delegates**, located at the top of the section, to access the Delegate Management page. The Delegate Management page can also be accessed at any time by clicking **Menu > Delegate Management** (located under **My Profile**). For additional information regarding delegate management, please refer to the [Delegate Management](#) section.

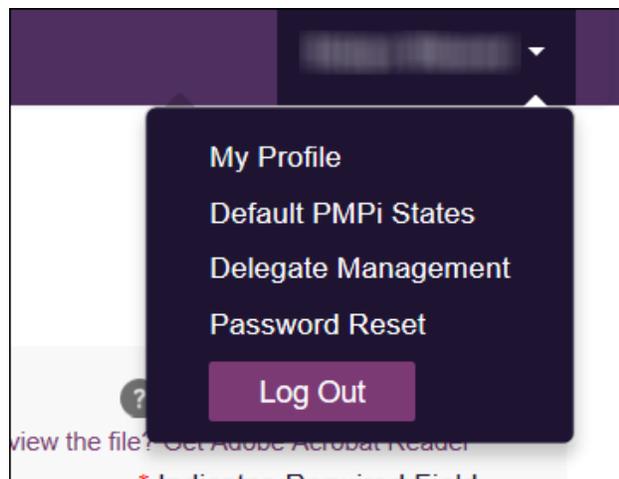
### 3.2.3 Announcements and Quick Links

This section displays announcements from your State Administrator as well as links to webpages outside of AWAxRxE that may be of use to you.

- The quick view only displays the first few lines of text; however, you can click **PMP Announcements**, located at the top of the section, to display the full announcement text. You can access the Announcements page at any time by clicking **Menu > Announcements** (located under **Home**).
- The announcements displayed in this section are configured by your State Administrator. Announcements can be configured as role-specific, meaning that a user whose role is "physician" may see an announcement, whereas a user whose role is "delegate" may not.
- Quick links are also configured by your State Administrator. Any links configured will be visible toward the bottom right of the dashboard in the Quick Links section.

## 3.3 Log Out of PMP AWAxRxE

To log out of the system, click the arrow next to your username (located in the top right corner of the page), and then click **Log Out**.

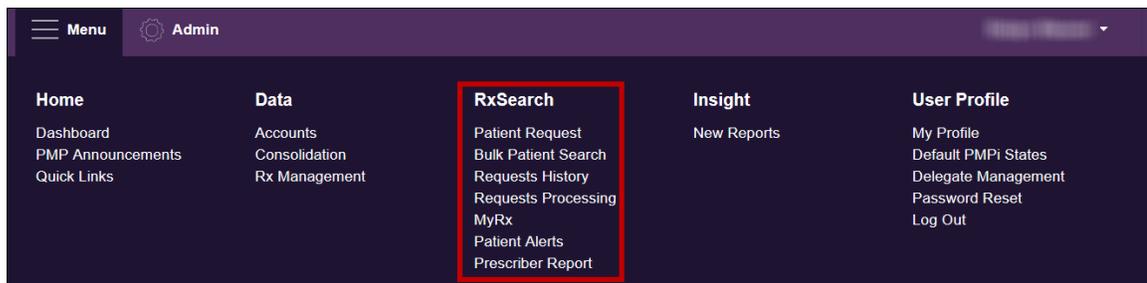


## 4 RxSearch

The RxSearch section of the PMP AWARxE menu contains the query functions available to you. These functions may include:

- [Creating a patient request](#)
- [Viewing patient reports](#)
- [Performing a bulk patient search](#)
- [Viewing historical requests](#)
- [Viewing a report of prescriptions attributed to you](#)

**Note:** You may not have access to all of the reports listed above. The functions available under **RxSearch** may vary depending on your user role and the settings enabled by your State Administrator. If you do not have access to a report and you think you should, please contact your State Administrator.



### 4.1 Creating a Patient Request

The Patient Request allows you to create a report that displays the prescription drug activity for a specific patient for the specified timeline.

1. [Log in to PMP AWARxE.](#)
2. Click **Menu > Patient Request.**

The Patient Request page is displayed.

A screenshot of the 'Patient Request' form. The form is titled 'Patient Request' and includes a tutorial link: 'Patient Rx Request Tutorial. Can't view the file? Get Adobe Acrobat Reader. Required fields are marked with an asterisk \*. Required format for date fields is MM/DD/YYYY'. The form is divided into two main sections: 'Patient Info' and 'Prescription Fill Dates'. The 'Patient Info' section contains fields for 'First Name\*' and 'Last Name\*', each with a 'Partial Spelling' checkbox. The 'Date of Birth\*' field is a date picker set to 'MM/DD/YYYY'. The 'Prescription Fill Dates' section includes a note: 'No earlier than 11 years and 10 months from today'. It has 'From \*' and 'To \*' date pickers, with 'From' set to '06/23/2019' and 'To' set to '06/22/2021'. A 'Search' button is located at the bottom left of the form.

**Note:** A tutorial describing the complete patient request creation process is available by clicking the **Patient Rx Request Tutorial** link located in the top right corner of the page.

3. Enter the required information, noting that required fields are marked with a red asterisk (\*). At a minimum, you must complete the following fields:

Field Name	Notes
Patient Info	
First Name	Enter the patient's complete first and last name; Or Click the <b>Partial Spelling</b> checkbox to search by a partial first and/or last name. This option can be helpful when searching hyphenated names or names that are often abbreviated, such as "Will" vs. "William." <b>Note:</b> The Partial Spelling function requires at least three letters. If the patient's name contains only one or two letters, please do not attempt a partial search.
Last Name	
Date of Birth	Use the MM/DD/YYYY format, or click the calendar icon to select a date.
Prescription Fill Dates	
From	Use the MM/DD/YYYY format, or click the calendar icon to select a date.
To	

**Note:** If you are a delegate, you must select a supervisor from the **Supervisor** field, located above the Patient Info section of the page.

If no supervisors are available, please contact your supervisor(s) to approve your account or add the supervisor under My Profile. Current supervisors and their statuses are displayed on your dashboard. Refer to the [Delegates/Supervisors](#) section of My Dashboard or the [My Profile](#) section for further instructions.

4. If desired, you may enter additional patient information in the Patient Location section of the page, including the patient's state and ZIP code; however, it is recommended that you *do not* use the ZIP code to search.

5. If you require information from other states, click the checkbox next to the desired state(s) in the PMP InterConnect Search section of the page.

**PMP Interconnect Search**

To search in other states as well as your home state for patient information, select the states you wish to include in your search

**A**  Arizona

**C**  Colorado  Connecticut

**I**  Idaho

**K**  Kansas

**M**  Massachusetts  Michigan  Minnesota

**N**  New York

**O**  Ohio PMP

**R**  Rhode Island

**T**  Tennessee CSMD

**V**  Vermont

**Notes:**

- *Partial search is not available when searching other states. If you have selected partial search, the PMP InterConnect Search section will be removed from the bottom of the page.*
- *If a state is not included on the list, data sharing with that state is not currently in place, or your user role does not allow for data sharing. Please contact your State Administrator for more information.*

6. Once you have entered all the required search criteria, click **Search**.
  - d. If your search results return a single patient, the Narx Report is displayed. Refer to the [Viewing a Narx Report](#) section for more details regarding the Narx Report.

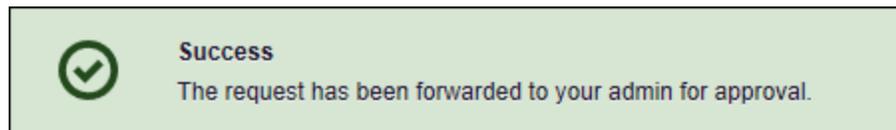
The screenshot shows a web interface for a Narx Report. At the top, there is a navigation bar with 'Menu' and 'Admin' options. Below that, the patient's name and '71F' are displayed. There are fields for 'Date of Birth' and 'Recent Address', along with a link to 'View Linked Records (12)'. The main content area is divided into several sections:

- Narx Scores:** A table showing scores for Narcotic (170), Sedative (140), and Stimulant (000).
- Overdose Risk Score:** A large number '220' with '(Range 000-999)' below it.
- State Indicators (4):** A list of four indicators: 'Consecutive Opioids Received for >= 505 Days', 'Below Daily Active Methadone Threshold', 'Below Daily Active MME Threshold', and 'Below Prescriber & Dispensary Threshold'.
- RX Graph:** A section with checkboxes for 'Narcotic', 'Buprenorphine', 'Sedative', 'Stimulant', and 'Other'.

**Note:** *If you need a PDF or CSV version of the report, you can click **Download PDF** or **Download CSV**, located in the top right corner of the report.*

- e. If the search could not determine a single patient match, a message is displayed indicating that multiple patients were found.

- If you searched for an exact patient name and multiple patients were found, refer to the [Multiple Patients Identified](#) section.
  - If you searched for a partial patient name and multiple patients were found, refer to the [Partial Search Results](#) section.
- f. If your search does not return any results, a message is displayed indicating that either no patient matching your search criteria could be identified or the patient was identified but no prescriptions were found. Refer to the [No Results Found](#) section for more information.
- g. If you are a delegate, your request will be forwarded to your supervisor for review. Your request must be approved by your supervisor before you can view the results.



### 4.1.1 Multiple Patients Identified

1. If you searched for an exact patient name and multiple patients were found, a message is displayed indicating that multiple patients matching your search criteria have been identified.

#### Multiple Patients Found Why do I see this?

We identified multiple patients who match the criteria you provided. You have the following options:

- [Refine your search](#) by providing additional search information.
- Select any patient group to run a report.
- If you believe more than one group identifies your patient, select them to run a report.

**Patient 2614**

Name	DOB	Gender	Address
Test Patient	1900-01-01	male	9701 MONROVIA ST, OVERLAND PARK, KS 66215
test patient	1901-01-01	male	10401 LINN STATION RD, LOUISVILLE, KY 40223
test patient	1900-01-01	unknown	10401 LINN STATION RD, LOUISVILLE, KY 40223
TEST PATIENT	1900-01-01	unknown	555 FAKE DR, PHOENIX, AZ 85001
Test Patient	1900-01-01	male	10401 LINN STATION RD, LOUISVILLE, KY 40223

**Patient 2615**

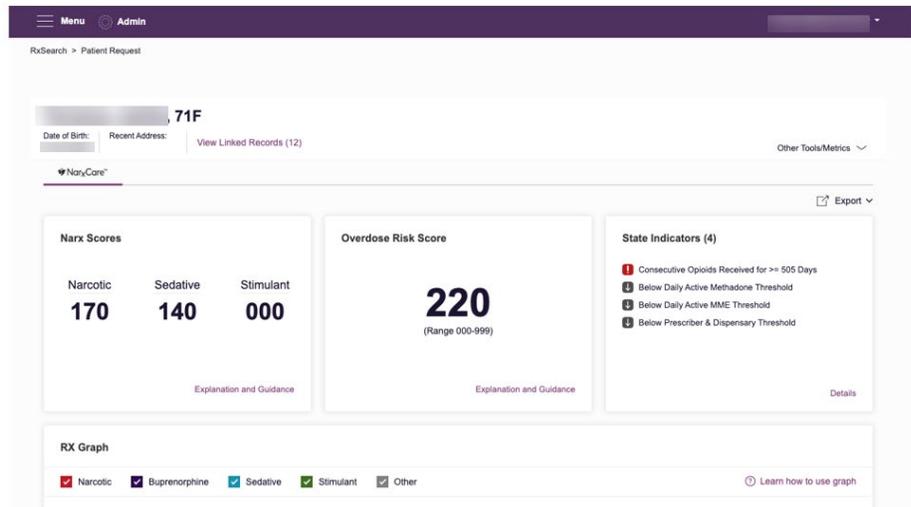
Name	DOB	Gender	Address
Test Patient	1900-01-01	male	123 Main Street , Maineville, MN 12345

2. From this window, you can:
- a. Click **Refine Search Criteria** to return to the Patient Request page, refine your search criteria, and re-run the report;

Or

- b. Select one or more of the patient groups displayed, and then click **Run Report**.

The Narx Report for the patient group(s) you selected is displayed.



## 4.1.2 Partial Search Results

1. If you searched for a partial patient name and multiple patients were found, a message is displayed indicating that multiple patients match your search criteria.

### Results

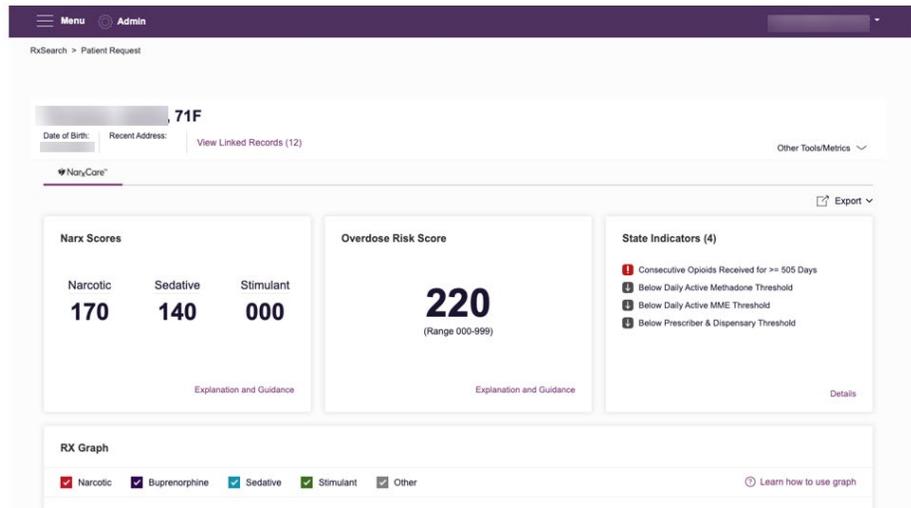
4 matching patient records found [Refine Search](#)

Select patient(s) to include in the report

<input type="checkbox"/>	Test Patient	DOB: 1900-01-01	Gender: unknown	MELODY JUNCTION 4 LA VERNE CO 1307005
<input type="checkbox"/>	Test Patient	DOB: 1900-01-01	Gender: male	10401 LINN STATION RD LOUISVILLE KY 40223
<input type="checkbox"/>	Test Patient	DOB: 1900-01-01	Gender: male	10401 Linn Station Road Louisville KY 40223
<input type="checkbox"/>	Test Patient	DOB: 1900-01-01	Gender: male	123 Main Street Maineville MN 12345

2. From this window, you can:
  - a. Click **Refine Search** to return to the Patient Request page, refine your search criteria, and re-run the report;Or
  - b. Select one or more of the patients displayed, and then click **Run Report**.

The Narx Report for the patient(s) you selected is displayed.



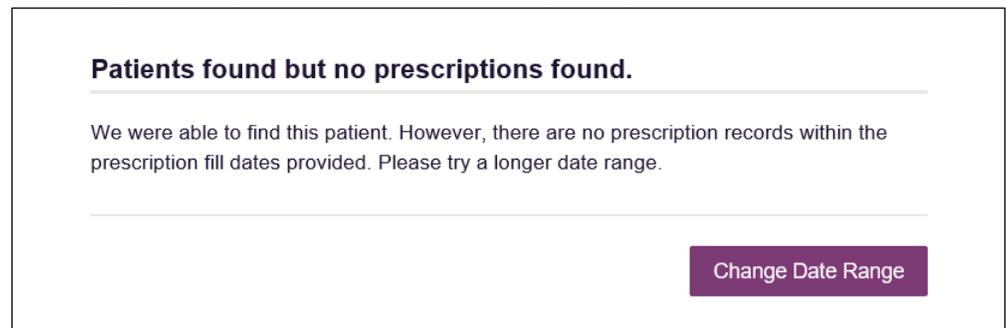
### 4.1.3 No Results Found

1. If your search criteria could not be matched to any patient records, a message is displayed indicating that no matching patient could be identified.



Or

2. If your search criteria matches a patient record but the patient has no prescriptions within the specified timeframe, a message is displayed indicating that the patient was found but no prescriptions were found.



3. Click **Change Date Range** to return to the Patient Request page, enter a different date range, and re-run the report.

#### Notes:

- *Be sure to verify that all information entered on the request was entered correctly (e.g., verify that the first and last names were entered in the correct fields, verify the patient's birthdate, etc.).*
- *If **Partial Search** was not originally selected, you can click the **Partial Search** checkbox to expand your search results. You can also enter additional demographic information, such as a ZIP code, to perform a fuzzy search.*

## 4.2 Viewing a Narx Report

If your search results return a single patient, or once you have selected the correct patient(s) from the pick list, the Narx Report is automatically displayed. For complete information on the Narx Reports, and for more information on the NarxCare system, please refer to [Appendix A: NarxCare](#).

You may also access your previously requested Narx Reports at any time by clicking **Menu > Requests History**. Refer to the [Requests History](#) section for more information.

## 4.3 Requests History

1. To view a previously created Narx Report, click **Menu > Requests History**.

The Requests History page is displayed.

The screenshot shows the 'Requests History' page with a search bar at the top containing 'REQUESTOR NAME' and 'PATIENT NAME'. Below the search bar is a table with the following columns: Patient First Name, Patient Last Name, Requestor, Requestor Role, Requested For, Request Type, Status, and Date Requested. The table contains five rows of data, all with a status of 'Complete'. At the bottom right of the table is a 'Next >' button.

Patient First Name	Patient Last Name	Requestor	Requestor Role	Requested For	Request Type	Status	Date Requested
John	Smith	John Smith			AWARxE	Complete	06/17/2021 7:25 PM
John	Smith	John Smith			AWARxE	Complete	06/17/2021 3:54 AM
John	Smith	John Smith			AWARxE	Complete	06/17/2021 3:53 AM
John	Smith	John Smith			AWARxE	Complete	06/16/2021 9:16 PM
John	Smith	John Smith			AWARxE	Complete	06/15/2021 4:51 AM

**Note:** You can only view Narx Reports you or your delegate(s) have created.

2. From this page, you can:
  - a. Click **Advanced Options** to filter the list of requests.

The screenshot shows the 'Requests History' page with the 'Advanced Options' sidebar open on the left. The sidebar contains search filters for First Name, Last Name, Patient Date of Birth, Request Begin Date, Request End Date, and Requestor Role. It also has checkboxes for 'Requestor Name' and 'Patient Name'. The main table is partially visible behind the sidebar.

- b. Click **Download PDF** or **Download CSV** to export your search history.
- c. Click a patient name to view the details of that request in a detail card at the bottom of the page.

The screenshot shows a detail card for a patient named 'Bob TestPatient'. It includes a 'View' button and a 'Refresh' button. The card displays the following information: DOB: 01/01/1900, Location, Other States, Reason: Multiple Patient, and Prescription Fill Dates: May 29, 2017 until May 29, 2018.

- Click **View** to display the results of the previously submitted request. Refer to [Viewing a Narx Report](#) for details regarding Narx Reports.

**Note:** The results of previous requests are not updated with new information. The results displayed are the results at the time the original search was performed.

- Click **Refresh** to generate a new Narx Report for the selected patient. The Patient Request page will be displayed with the patient's information automatically populated. Refer to [Creating a Patient Request](#) for complete instructions on generating new requests.

## 4.4 Bulk Patient Search

The Bulk Patient Search functionality is similar to the Patient Request functionality; however, it allows you to enter multiple patients at once rather than one at a time. You can enter patient names manually or via CSV file upload.

To perform a Bulk Patient Search:

1. Click **Menu > Bulk Patient Search**.

The Bulk Patient Search page is displayed.

- a. If you wish to enter patients manually, continue to step 2;
- Or
- b. If you wish to enter patients via CSV file upload, continue to [step 6](#).
2. Ensure that **Manual Entry** is selected in the **How do you want to enter patients?** field at the top of the page.

The Manual Entry search is displayed.

The screenshot shows a web form titled "Manual Entry". It contains several input fields: "First Name\*", "Last Name\*", "Date of Birth\*" (with a "MM/DD/YYYY" placeholder and a calendar icon), and "Zip Code". A purple "Add +" button is to the right of the Zip Code field. Below this is a "Name Grouping" section with a text input field for "Group Name\*" and a note: "Enter a name for this search session. This will make it easy to distinguish between searches in the history". The "Prescription Fill Dates" section includes a note "No earlier than 11 years and 10 months from today" and two date pickers for "From \*" (06/23/2019) and "To \*" (06/22/2021).

3. Complete the following required fields:

- **First Name** – enter the patient’s complete first name
- **Last Name** – enter the patient’s complete last name
- **DOB** – enter the patient’s date of birth using the *MM/DD/YYYY* format, or select a date from the calendar that is displayed when you click in this field

**Note:** You may also enter the patient’s ZIP code; however, it is not recommended.

4. Once you have entered the patient’s information, click **Add** to add an additional patient.
5. Repeat steps 2–3 until all patients have been entered.

**Note:** Once you have finished entering patients, continue to [step 14](#).

6. To enter patients via CSV file upload, click the **File Upload** radio button in the **How do you want to enter patients?** field at the top of the page.

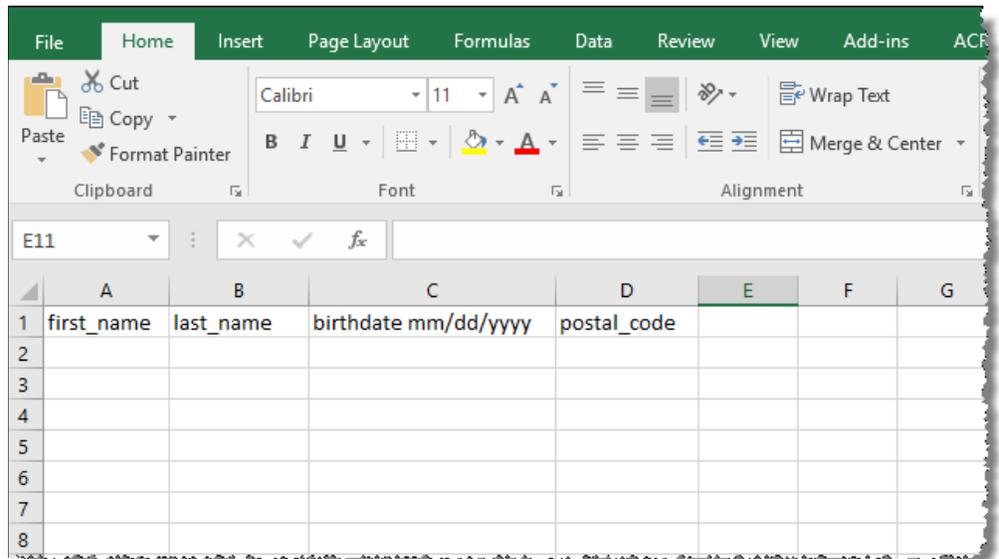
The screenshot shows a form titled "Bulk Patient Search". It features a section "How do you want to enter patients?" with two radio buttons: "Manual Entry" (unselected) and "File Upload" (selected).

The File Upload search is displayed.

The screenshot shows a form titled "File Upload". It includes a note: "Upload a CSV file that includes patients by first name, last name and date of birth. [View Sample file](#)". Below this is a file selection area with a "Choose a file" button, a "Choose File" button, and a "Clear" link. At the bottom is a purple "Validate Format" button.

7. Click **View Sample File** to download the sample CSV file.

- Open the sample CSV file and complete the required fields.



**Notes:**

- The patient's complete first name, last name, and date of birth (using the MM/DD/YYYY format) are required.
- You may enter the patient's ZIP code; however, it is not recommended.

- Once you have entered all patient information, save the file to your computer.

**Note:** When naming your file, do not include spaces.

- Click **Choose File**, then select the file you created in step 9.
- Click **Validate Format** to download a validation report and ensure all records were entered correctly.
- Once you open the validation report, any errors in your data will be listed in the **Errors** column. Please correct the errors and resubmit the corrected file. Note that if the **Errors** column is blank, the data is acceptable.

**Examples:**

- File with errors:

first_name	last_name	birthdate	postal_code	errors
john		1/1/1950		Last name can't be blank
	smith	1/1/1960		First name can't be blank
sally	smith			Birthdate can't be blank
ronald	smith	1/1/1970		

- **File with no errors:**

first_name	last_name	birthdate	postal_cod	errors
john	smith	1/1/1950		
first_name	last_name	birthdate	postal_cod	errors
adam	smith	1/1/1960		
first_name	last_name	birthdate	postal_cod	errors
sally	smith	1/1/1970		

13. Repeat steps 10–12 until all errors have been corrected. Once all errors have been corrected and your file is validated, or if your file has no errors, continue to step 14.

14. Enter a name for your search session in the **Group Name** field.

**Note:** Providing a group name will help you more easily distinguish between searches in the Bulk Patient History tab.

15. Enter the timeframe for which you wish to search in the **From** and **To** fields using the **MM/DD/YYYY** format.

16. If you wish to include other states in your search, click the checkbox next to the desired state(s) in the PMP Interconnect Search section of the page.

17. Click **Search**.

A message is displayed indicating that your search is being processed.

✔

**Success**

Your Bulk Request validated successfully and is now being processed. Results can be found in Bulk Patient History tab.

DISMISS

#### 4.4.1 Viewing Bulk Patient Search Results

1. To obtain the results of a Bulk Patient Search, or to view previous searches, click the **Bulk Search History** tab (**Menu > Bulk Patient Search > Bulk Patient History**).

Bulk Patient Search
Bulk Patient History

### Bulk Patient Search

How do you want to enter patients?

Manual Entry

File Upload

The Bulk Search History page is displayed.

Bulk Patient Search
Bulk Patient History

### Bulk Search History

Select a group name to view reports run in that session.

Bulk Search Name	Number of Patients	Date Requested	Processing	Incomplete	Ready
Test Group 2 052918	2	05-29-2018	2	0	0
Test Group 52918	2	05-29-2018	0	0	0

**Notes:**

- The **Number of Patients** column provides the total number of patients included in your search.
- The **Processing** column provides the total number of searches remaining to be processed. If the number is “0,” your search is complete.
- The **Incomplete** column provides the number of patient records that could not be found.
- The **Ready** column provides the number of patient search results available.

2. Click the **Bulk Search Name** to view the results of that search.

The Bulk Patient Summary is displayed.

The screenshot shows the 'Bulk Patient Summary' page. At the top, there are tabs for 'Bulk Patient Search' and 'Bulk Patient History'. Below the tabs, there is a 'Back' button and a 'Download PDF' icon. The main content area displays the following information:

- Group Name
- 7.13 Patients**
- Prescription Fill Dates: 07/13/2017 - 07/13/2018
- PMP InterConnect States:
- Report Prepared: 07/13/2018 03:19 PM

Below this information is a section titled 'Bulk Patient Summary' with the instruction 'Select a patient to view the report'. A table follows with the following columns: Patient Full Name, DOB, Prescribers, Dispensers, Prescriptions, Supervisor, and Status.

Patient Full Name	DOB	Prescribers	Dispensers	Prescriptions	Supervisor	Status
alex doe	01/01/1900	9	2	9		Incomplete
alice testpatient	01/01/1900	4	3	10		Ready
bob testpatient	01/01/1900	6	7	15		Incomplete
dave testpatient	01/01/1900	7	6	26		Ready
john doe	01/01/1900	1	1	1		Ready

3. From this page, you can:

- Click **Download PDF** to export the Bulk Patient Summary. *Note that only the Bulk Patient Summary can be downloaded from this page. Individual Narx Reports must be exported from the Narx Report page.*
- If the **Status** column for an individual patient indicates **Ready**, click that patient’s name to display the search details.

The search details are displayed below the table.

The screenshot shows the search details for a patient. At the top, there is a section titled 'Bulk Patient Summary' with the instruction 'Select a patient to view the report'. Below this is a table with the following columns: Patient Full Name, DOB, Prescribers, Dispensers, Prescriptions, Supervisor, and Status.

Patient Full Name	DOB	Prescribers	Dispensers	Prescriptions	Supervisor	Status
bob testpatient	01/01/1900	6	6	11		Ready
john doe	01/01/1900	0	0	0		No RXs Found

Below the table, the patient's name 'bob testpatient' is displayed. To the right of the name are two buttons: 'Refresh' and 'View'. Below the name, the following information is displayed:

- Date of Birth: 01/01/1900
- Location:
- PMPi States:
- Reason:
- Prescription Fill Dates: January 13, 2018 until July 13, 2018

When viewing the search details, you can:

- Click **View** to display the Narx Report.

**Note:** For more information on viewing report results, please refer to [Viewing a Narx Report](#).

- Click **Refresh** if you are reviewing a previous report and wish to run a current report.

#### 4.4.2 Incomplete Bulk Patient Search Results

The **Status** column for an individual patient may indicate **Incomplete** for two reasons: **No Matching Patient Identified** or **Multiple Patient**. Upon clicking the patient's name, the reason is listed in the **Reason** field of the search details.

Bulk Patient Summary						
Select a patient to view the report						
Patient Full Name	DOB	Prescribers	Dispensers	Prescriptions	Supervisor	Status
adam doe	01/01/1900	0	0	0		Incomplete
dave testpatient	01/01/1900	7	6	26		Ready

adam doe		Try Again
Date of Birth: 01/01/1900		
Location:		
PMPi States:		
Reason: No Matching Patient Identified		
Prescription Fill Dates: July 13, 2017 until July 13, 2018		

1. **No Matching Patient Identified.** The system was not able to locate a patient matching your search criteria. Click **Try Again** to open the Patient Request page where you can perform a partial search or modify your search criteria.
2. **Multiple Patient.** The system identified multiple patients matching your search criteria. Click **Try Again** to open the Patient Request page, then click **Search** at the bottom of the page. The Multiple Patients Found window will display prompting you to select the patients for whom you wish to run a report. The Multiple Patients Found window is shown on the following page.

### Multiple Patients Found Why do I see this?

We identified multiple patients who match the criteria you provided. You have the following options:

- Refine your search by providing additional search information.
- Select any patient group to run a report.
- If you believe more than one group identifies your patient, select them to run a report.

Patient 2786

Name	DOB	Gender	Address
BOB TESTPATIENT	1900-01-01	female	1023 NOT REAL ST, WITCHITA, KS 67203

Patient 2787

Name	DOB	Gender	Address
BOB TESTPATIENT	1900-01-01	male	1023 NOT REAL ST , WITCHITA, KS 67203
BOB TESTPATIENT	1900-01-01	female	1023 NOT REAL ST, WITCHITA, KS 67203
BOB TESTPATIENT	1900-01-01	male	1023 NOT REAL ST, WITCHITA, KS 67203
Bob Testpatient	1900-01-01	unknown	1023 NOT REAL STREET , WITCHITA, KS 67203

Select the correct patient(s), and then click **Run Report** to view the Narx Report. For more information on viewing report results, please refer to [Viewing a Narx Report](#).

#### 4.4.3 No Prescriptions Found in Bulk Patient Search

If the **Status** column indicates **No RXs Found** for a patient, the patient exists in the database, but no prescriptions were reported for the patient in your report timeframe. Upon clicking the patient's name, **No Prescriptions Found in Date Range** will be indicated in the **Reason** field.

Patient Full Name	DOB	Prescribers	Dispensers	Prescriptions	Supervisor	Status
bob testpatient	01/01/1900	6	6	11		Ready
john doe	01/01/1900	0	0	0		No RXs Found

**john doe**

**Date of Birth:** 01/01/1900  
**Location:**  
**PMPi States:**  
**Reason:** No Prescriptions Found in Date Range ←  
**Prescription Fill Dates:** January 13, 2018 until July 18, 2018

You may click **View** if you need to export the blank report, or you may click **Refresh** to display the Patient Request page where you can change the date range and run a new report.

## 4.5 My Rx

If you have a DEA number associated with your AWAxE account, My Rx allows you to run a report that displays the filled prescriptions for which you were listed as the prescriber.

**Note:** This functionality is only available if you have a DEA number associated with your user profile.

To run the My Rx report:

1. Click **Menu > My Rx**.

The My Rx search page is displayed.

MyRx Request MyRx History

### My Rx

Required fields are marked with an asterisk \*  
Required format for date fields is MM/DD/YYYY

**Prescriptions Written**

From\* To\*

MM/DD/YYYY MM/DD/YYYY

**DEA Numbers**

**Generic Drug Name (Optional)**

Drug Name

Search

2. Enter the date range for your search in the **From** and **To** fields using the *MM/DD/YYYY* format.
3. Click the checkbox next to the DEA number(s) for which you wish to run a report.
4. If you wish to search for a specific drug, enter the generic drug name in the **Drug Name** field.
5. Click **Search**.

Your report results are displayed. If configured by your PMP Administrator, you may click **Download PDF** or **Download CSV** to export your report results.

Menu
Doctor Jordan

RxSearch > MyRx

← Back



STATE  
DEPARTMENT OF HEALTH

Powered by NarxCare™

## MyRx

Report Prepared: 10/14/2017  
Date Range: 10/13/2016 – 10/13/2017

 [Download PDF](#)
 [Download CSV](#)

DEA Numbers

DEA Number	Prescriber Name	Address	City	State	Zip
JC1111119	JORDAN, DOCTOR	456 MAIN ST	LYNDON	KY	40242

Prescriptions

Date Written	DEA (Last 4)	Patient	Year of Birth	Drug Name	Days Supply	Pharmacy	Pharmacy Address
10/11/2017	1119	PATIENT, JOSEPH	1972	HYDROCODON-ACETAMINOPHEN 5-325	30	GENERIC PHARMACY	123 PORTER ST LOUISVILLE KY 40202
10/11/2017	1119	PATIENT, TEST	1945	HYDROCODON-ACETAMINOPHEN 5-325	30	APPRISS PHARMACY	123 MAIN ST LYNDON KY 40242
10/11/2017	1119	PATIENT, DAVE	1985	HYDROCODON-ACETAMINOPHEN 5-325	30	HEALTHY PHARMACY	123 STOUT ST LOUISVILLE KY 40202
10/11/2017	1119	PATIENT, SALLY	1970	HYDROCODON-ACETAMINOPHEN 5-325	30	ONE PHARMACY	123 HOLSOPPLE LYNDON KY 40242
10/11/2017	1119	PATIENT, MALLORY	1980	HYDROCODON-ACETAMINOPHEN 5-325	30	FIRST PHARMACY	123 1ST ST LYNDON KY 40242
10/11/2017	1119	PATIENT, STEVEN	1975	HYDROCODON-ACETAMINOPHEN 5-325	30	ANOTHER PHARMACY	444 HOP ST LOUISVILLE KY 40211

## 5 Rx Management

The Rx Management page, located under **Menu > Data**, allows you to manage prescriptions within PMP AWAxRxE. If you are a dispenser, you can correct dispensation errors, modify inaccuracies on existing prescriptions (e.g., incorrect prescriber information), add new prescriptions, and review prescription history for the pharmacy.

### Notes:

- Depending on the settings enabled by your State Administrator for the portal in general and for specific roles types, different options may be available. The screenshots and descriptions in the following sections are all inclusive. If an option is not available, then it has not been enabled by your State Administrator.
- In order to utilize this functionality, you must have an Employer Identifier on your account and agree that you are responsible for correcting/maintaining prescription information of the employer Identifier for submission to PMP AWAxRxE. This must be done during registration. If you have already registered and do not have any Pharmacy Identifiers available for selection, please contact your State Administrator to have the necessary Identifiers added and to agree to the terms of use.

### 5.1 Error Correction

The Error Correction page displays a list of erroneous records submitted by you or by your employer, if applicable. To access the Error Correction page, click **Data > Rx Management > Error Correction**.

The screenshot shows the 'Error Correction' page interface. At the top, there are navigation tabs: 'Error Correction', 'Rx Maintenance', 'New Rx', 'PharmacyRx', and 'PharmacyRx History'. The 'Error Correction' tab is active. Below the tabs, there are search filters for 'START DATE' (06/01/2018) and 'END DATE' (06/20/2018), along with a 'Search' button. The main content area is titled 'Rx Error List' and displays a table with 7 records. The table has columns for 'Rx Number', 'Date Filled', 'Pharmacy Name', 'Pharmacy DEA', 'Pharmacy NCPDP', and 'Errors'. There are also 'Download PDF' and 'Download CSV' icons to the right of the table title.

Rx Number	Date Filled	Pharmacy Name	Pharmacy DEA	Pharmacy NCPDP	Errors
6U6wIacxzEjVN13u1	06/04/2018	Carter-Morissette	AS0000000	4305074	2
IVXVyclZG0bgSL	06/07/2018	Carter-Morissette	AS0000000	4305074	1
yXNJEAx91YMqA1VZp	06/07/2018	Carter-Morissette	AS0000000	4305074	1
NX6HiW2Glqfd9Iz53	06/07/2018	Carter-Morissette	AS0000000	4305074	1
UTzXQAYppaJyQs6e8Tcj	06/08/2018	Carter-Morissette	AS0000000	4305074	2
Nlxzu9Ycn	06/09/2018	Carter-Morissette	AS0000000	4305074	2
NwY	06/09/2018	Carter-Morissette	AS0000000	4305074	2

From this page, you can search for specific records and/or correct the errors.

**Note:** Error correction within AWAxRxE is only available for prescriptions submitted via SFTP, file upload, or real-time submission to PMP Clearinghouse. Any prescriptions

*submitted via Universal Claim Form cannot be submitted to PMP AWARxE with a validation error, as the error must be corrected prior to submission.*

### 5.1.1 Search for a Record

1. From the Error Correction tab, click **Advanced Options**.

Advanced Options Search using Advanced Options

Pharmacy Identifier:

RX Number:

Fill Start Date:

Fill End Date:

2. Enter your search criteria in the appropriate field(s). You may search by any or all of the following:

- Pharmacy Identifier
- RX Number
- Fill Start Date
- Fill End Date

3. Click **Search**.

A list of records matching your search criteria is displayed.

AWARxE Support: 1-866-Appriss

Advanced Options **START DATE** 06/01/2018 **END DATE** 06/20/2018 **Search**

**Rx Error List**

Displaying 7 of 7

Rx Number	Date Filled	Pharmacy Name	Pharmacy DEA	Pharmacy NCPDP	Errors
6U6wIacxzEjVN13u1	06/04/2018	Carter-Morissette	AS0000000	4305074	2
IVXVycLZG0bgSL	06/07/2018	Carter-Morissette	AS0000000	4305074	1
yXNJEaX91YMqA1VZp	06/07/2018	Carter-Morissette	AS0000000	4305074	1
NX6HIW2Giqtd9Iz53	06/07/2018	Carter-Morissette	AS0000000	4305074	1
UTzXQAYppaJyQs6e8Tq	06/08/2018	Carter-Morissette	AS0000000	4305074	2
Ntxzu9Ycn	06/09/2018	Carter-Morissette	AS0000000	4305074	2
NwY	06/09/2018	Carter-Morissette	AS0000000	4305074	2

## 5.1.2 Correct an Error

1. From the Error Correction page, click the link in the **Rx Number** column for the record you wish to correct.

The screenshot shows the 'Error Correction' page with a navigation bar containing 'Error Correction', 'Rx Maintenance', 'New Rx', 'PharmacyRx', and 'PharmacyRx History'. Below the navigation bar is a search area with 'START DATE' (06/01/2018) and 'END DATE' (06/20/2018) fields, and a 'Search' button. The main content area is titled 'Rx Error List' and displays a table with 7 records. The first record is highlighted with a red box.

Rx Number	Date Filled	Pharmacy Name	Pharmacy DEA	Pharmacy NCPDP	Errors
6U6wIacxzEjVN13u1	06/04/2018	Carter-Morrisette	AS0000000	4305074	2
IVXVycLZG0bgSL	06/07/2018	Carter-Morrisette	AS0000000	4305074	1
yXNJEaX91YMQA1VZp	06/07/2018	Carter-Morrisette	AS0000000	4305074	1
NX6HW2Gld9lz53	06/07/2018	Carter-Morrisette	AS0000000	4305074	1
UTzXQAYppaJyQs6e8Tcj	06/08/2018	Carter-Morrisette	AS0000000	4305074	2
Ntxzu9Ycn	06/09/2018	Carter-Morrisette	AS0000000	4305074	2
NwY	06/09/2018	Carter-Morrisette	AS0000000	4305074	2

The record is displayed. *Note that the number of errors in the record is displayed at the top of the page.*

The screenshot shows the 'Patient' information form for Rx #6U6wIacxzEjVN13u1. At the top, it indicates '2 Errors Unresolved'. The form fields are as follows:

First Name*	Address*	ID Type
Billie	62232 ORIN CORNERS	State Issued ID
Middle Name	Address Line 2	ID Number
Brody	SUITE 787	o4shvQCwUn
Last Name*	City*	Patient Location
Becker	ANGELINEVILLE	Intermediary Care
DOB*	State*	Phone Number
01/22/1986	Pennsylvania	6987789177
Gender*	Postal Code*	
Unknown	57607-2002	

2. Scroll through the record to locate the error(s). Fields containing errors are red, and the specific error message is displayed below the field.

The screenshot shows the 'Drug' information form for Rx #6U6wIacxzEjVN13u1. The 'Quantity' field is highlighted in red and contains the value '10000.0', with an error message below it: 'Quantity value must fall between 0 and 9999.'

NDC Number	Quantity	Units
00555076702	10000.0	Milliliters

3. Correct the error(s), and then click **Submit**.
  - a. If all errors have been resolved, the record is submitted.
  - Or
  - b. If there are still errors on the page, the number of errors is displayed at the top of the page. Repeat steps 2–3 until all errors have been corrected.

## 5.2 Rx Maintenance

Rx Maintenance allows you to search for a specific prescription record and correct or void that record. To access the Rx Maintenance page, click **Data > Rx Management > Rx Maintenance**.

### Rx Search

\*Requires at least one Pharmacy Identifier and Rx Fill Dates

**Prescriptions Number**

Rx Number

Prescriber  
Last Name

Pharmacy Identifiers

**Prescriptions Fill Dates**

From \*

Search limit: 24 months

To \*

### 5.2.1 Correcting Prescriptions

To search for and correct a prescription record:

1. Complete the fields on the Rx Search page. Note that the **Pharmacy Identifiers** and **Prescription Fill Dates** fields are required.
2. Click **Search**.

Your search results are displayed.

#### Rx Search Results

Identifier(s): FS4671601  
Rx Fill Dates: 06/26/2016 (adjusted)-06/26/2018

Displaying all 5 entries

Rx Number	Date Filled	Written At	Patient Name	Prescriber	Pharmacy Name	Pharmacy Identifier
39467	2016-07-21	2016-07-18	DAVID SMITH	PAUL FARKAS, MD	SPRINGFIELD FAMILY PHARMACY, INC.	FS4671601
JD1528589	2016-09-09	2016-09-09	JOHN DOE	Appriss Hospital - Resident	SPRINGFIELD FAMILY PHARMACY, INC.	FS4671601
JD1528589	2016-09-19	2016-09-19	JOHN DOE	OHIO DOC	SPRINGFIELD FAMILY PHARMACY, INC.	FS4671601
123450	2017-12-19	2017-12-19	GEORGE TESTPATIENT	OHIO DOC	SPRINGFIELD FAMILY PHARMACY, INC.	FS4671601
457362	2018-01-10	2018-01-10	JOHN DOE	APPRISS HOSPITAL - RESIDENT	SPRINGFIELD FAMILY PHARMACY, INC.	FS4671601

3. Click the link in the **Rx Number** column for the record you wish to view and/or correct.

The Dispensation Correction Form page is displayed.

The screenshot shows the 'Dispensation Correction Form' with a 'Patient' section. The form includes the following fields and values:

Field	Value
Patient Type	Human (selected)
First Name*	JOHN
Middle Name	
Last Name*	DOE
DOB*	01/01/1900
Gender*	Male
Address*	832 NOT REAL PATIENT DR
Address Line 2	
City*	WICHITA
State*	Kansas
Postal Code*	67205
ID Type	Driver's License ID
ID Number	D1234857
Patient Location	
Phone Number	5025555555

4. Make the necessary corrections, then click **Submit**.

If all fields pass validation, a message is displayed indicating that the record was successfully submitted.

**Note:** If any fields do not pass validation, an error message is displayed indicating that errors exist. Click **OK** on the error message, then scroll through the form to locate the errors. Fields containing errors are red, and the specific error message is displayed below the field.

The screenshot shows the 'Prescription' section of the form. The 'Prescription Number\*' field is highlighted with a red border, and a red error message is displayed below it: 'Error: Field is required.' The 'Fill Date\*' field is also visible below.

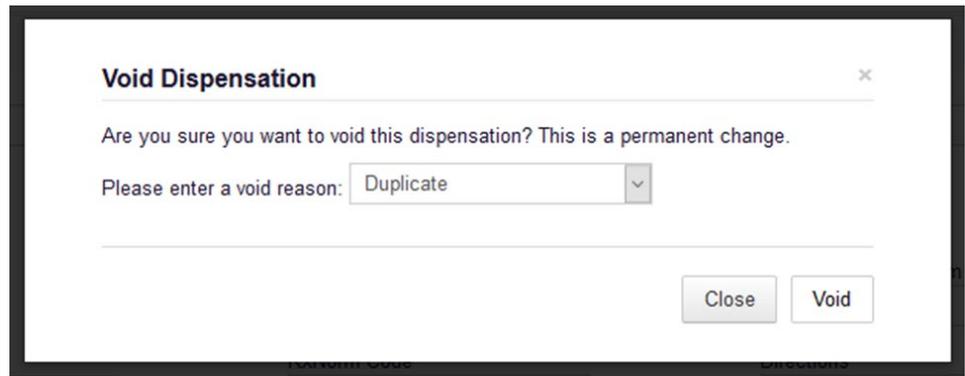
Once all errors have been corrected, click **Submit**.

## 5.2.2 Voiding Prescriptions

If you need to void a prescription:

1. Perform steps 1–3 in the [Correcting Prescriptions](#) section to locate the prescription.
1. Scroll down to the bottom of the Dispensation Correction page and click **Void**.

The Void Dispensation window is displayed asking you to confirm that you wish to void the record.



2. Select the reason you wish to void the record from the **Please enter a void reason** drop-down, then click **Void**.

**Note:** Voiding a record is a permanent change. In the event a record is voided that should not have been, you will need to resubmit the record.

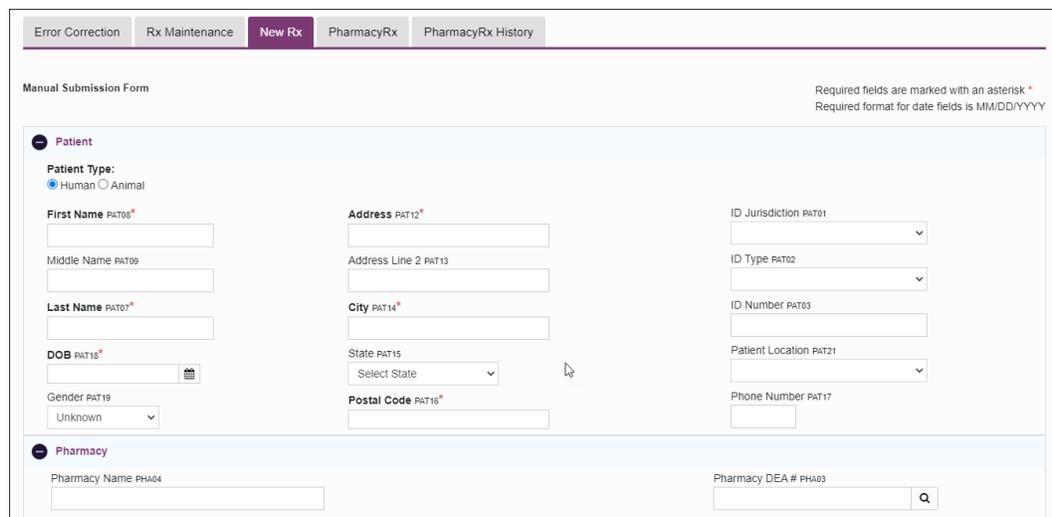
## 5.3 New Rx

You can manually enter your prescription information into the Kansas PDMP database using the Manual Submission Form within the PMP AWAxRxE web portal. This form allows you to enter patient, prescriber, dispenser, and prescription information.

Please refer to the *Data Submission Guide for Dispensers* for the complete list of reporting requirements.

**Note:** This form cannot be saved and must be completed near the time of creation to avoid loss of information.

To access the New Rx page, click **Data > Rx Management > New Rx**.



To enter a new dispensation:

1. Complete the required fields.

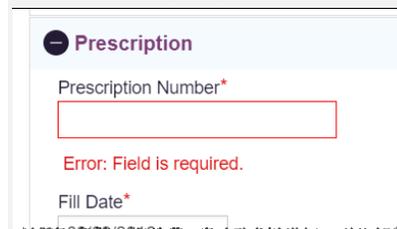
**Notes:**

- A red asterisk (\*) indicates a required field.
- **If you are entering a compound**, click the **Compound** checkbox in the Drug Information section of the page, complete the required fields for the first drug ingredient, then click **Add New** to add additional drug ingredients.

2. Once you have completed all required fields, click **Submit**.

If all fields pass validation, a message is displayed indicating that the record was successfully submitted.

**Note:** If any fields do not pass validation, the number of errors is displayed at the top of the page. Scroll through the form to locate the errors. Fields containing errors are red, and the specific error message is displayed below the field.



Prescription

Prescription Number\*

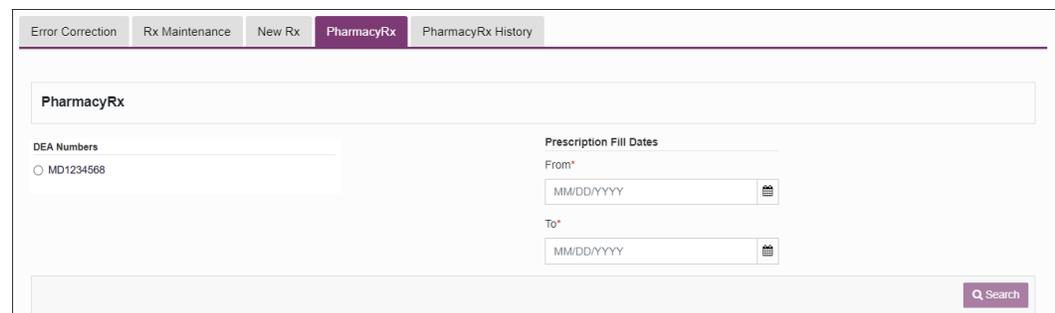
Error: Field is required.

Fill Date\*

Once all errors have been corrected, click **Submit**.

## 5.4 PharmacyRx

If you have a DEA number associated with your AWARe account, PharmacyRx allows you to run a report that displays all dispensations associated with that DEA number. To access the PharmacyRx page, click **Data > Rx Management > PharmacyRx**.



Error Correction Rx Maintenance New Rx PharmacyRx PharmacyRx History

PharmacyRx

DEA Numbers

MD1234568

Prescription Fill Dates

From\*

MM/DD/YYYY

To\*

MM/DD/YYYY

Search

To perform a PharmacyRx search:

1. Click the radio button next to the DEA number for which you wish to generate the report.
2. Select the date range for the report in the **From** and **To** fields, using the *MM/DD/YYYY* format, or select a date from the calendar that is displayed when you click in these fields.
3. Click **Search**.

Your report results are displayed. If configured by your PMP Administrator, you may click **Download PDF** or **Download CSV** to export your report results.

**PharmacyRx**

Report Prepared: 06/18/2018  
Date Range: 01/01/2017 – 06/18/2018

 Download PDF
  Download CSV

---

Street Address    City    State    Zip

**Report Criteria**

Identifier Number  
AP1111119

**Dispensations**

Fill Date	Rx #	Name	Year of Birth	Drug Name	Qty	Supply	Refill Number	Prescriber Name	Pymt Type
05/13/2018	152847	TESTPATIENT, BOB	1900	HYDROCODON-ACETAMINOPHN 10-325	30.0	10	0	Paul, Doctor	indian_nation
05/12/2018	152846	TESTPATIENT, ALICE	1900	HYDROCODON-ACETAMINOPHN 10-325	30.0	10	0	Appriss, Inc	insurance
04/26/2018	AT1152500	TESTPATIENT, BOB	1900	ACETAMINOPHEN-COD #3 TABLET	3.0	3	0	WALGREEN CO., CO.	paid
04/25/2018	AT1152500	TESTPATIENT, ALICE	1900	ACETAMINOPHEN-COD #3 TABLET	3.0	3	0	Paul, Doctor	paid
04/21/2018	152847B	TESTPATIENT, BOB	1900	HYDROCODON-ACETAMINOPHN 10-325	30.0	10	0	Paul, Doctor	insurance

## 6 User Profile

The User Profile section of the PMP AWARxE menu allows you to manage your AWARxE user profile, including:

- [Viewing and updating your profile information](#)
- [Managing your delegate account\(s\)](#)
- [Updating or resetting your password](#)

### 6.1 My Profile

My Profile allows you to view your account demographics, including user role, license numbers, employer details, etc. as well as update your address, email address, healthcare specialty, time zone, mobile phone number, and supervisor(s) (if you are a delegate).

**Note:** If you need to update your personal or employer identifiers (including DEA/NPI/NCPDP numbers), please contact your State Administrator.

To update your account:

1. Click **Menu > My Profile**.

The My Profile page is displayed.

### My Profile

**Profile Info** [Edit](#)

<b>Name:</b> Jordan Doctor (ACTIVE: 04/03/2018) <b>DOB:</b> 01/01/1970 <b>Primary Contact:</b> 502-867-5309 <b>DEA Number(s):</b> JR1111119 <b>Professional License #:</b> 25235242534 <b>Type:</b> MD	<b>Employer DEA(s):</b> <b>Employer:</b> Appriss Health 10401 Linn Station Rd Louisville, KY 40223 <b>Employer Phone:</b> 502-867-5309 <b>Employer Fax:</b> <b>Role:</b> Physician (MD, DO)
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Specialty**

Add a Healthcare Specialty \* [Browse All](#)

★ Designates Primary Specialty

★ Allopathic & Osteopathic Physicians  
Allergy & Immunology

**Setting**

**Time Zone**

Eastern Time (US & Canada)

**Contact Information**

Change email address associated with this profile

**Current Email:** doctorjordan@appriss.com

**New Email Address**

**Re-enter New Email Address**

[Save Changes](#)

2. Update your information as necessary. The following notes may be helpful in updating your information:
  - **Healthcare Specialty:** You can add or update your healthcare specialty in the Specialty section of the page. Search for your specialty by typing a few characters into the **Healthcare Specialty** field, or click **Browse All** to view all available specialties and select yours from the list. If you have multiple specialties, you can designate your primary specialty by clicking the star icon to the left of the specialty. To remove a specialty, click the “x” button to the right of the specialty.

**Specialty**

Add a Healthcare Specialty Browse All

★ Designates Primary Specialty

★ Allopathic & Osteopathic Physicians x

Dermatology

- **Updating Time Zone:** To update your time zone, select the correct time zone from the **Time Zone** drop-down.
- **Adding Supervisors:** If you are a delegate, you may add supervisors to or remove supervisors from your account in the Supervisors section of the page. To add a supervisor, enter the supervisor’s email address, and then click **Add**. To remove a supervisor, click the “x” button next to the supervisor.

**Supervisors**

I am a delegate for the following people... \*

Email  x Add

**Selected Supervisors**

Email: doctorjordan@clinic.com x

Save Changes

- **Contact Information:** To update the email address associated with your account, enter the new email address in the **New Email Address** field, then re-enter it in the **Re-enter Email Address** field. Once your changes have been saved, you will receive an email asking you to verify the new email address. Please ensure that you click the link in the verification email to verify your new email address. *Note that the verification link is only valid for 20 minutes. If you click the verification link after it has expired, you will be sent a new link.*

## 6.2 Setting Default PMP InterConnect States

PMP AWAxRE is configured to integrate with PMP InterConnect to expand your search capabilities when researching a patient's prescription history. This feature allows you to configure states to be selected by default when performing a Patient Request. To set your default PMP InterConnect states:

1. Click **Menu > Default PMPi States**.

The Default InterConnect PMPs page is displayed.



**Default InterConnect PMPs**

- Alabama
- Alaska
- California
- Delaware
- Florida
- Kentucky

[Update Defaults](#)

2. Click the checkbox next to the state(s) you would like to be selected by default when performing a Patient Request.
3. Click **Update Defaults**.

Your selections are saved and will be selected by default when you create a Patient Request.

**Note:** You can de-select default states as necessary—selecting default states does not require you to search for those states every time.

### 6.2.1 Using PMP InterConnect with a Patient Rx Search

When creating a new Patient Request, the PMP InterConnect Search section of the page displays a list of available states.

- You can select multiple states from which to obtain search results, or you click **Select All** to search all available states.
- When you click **Search**, PMP AWAxRE submits the patient request to the selected states' PMP InterConnect systems.
- Results from the selected states are blended into the final Narx Report.

**Notes:**

- *The report does not separate prescription information a state-by-state basis. All information from all sources is incorporated into a single report.*
- *Only an exact name match will return results from interstate searches. A multiple patient pick list is not displayed for patients who do not have an exact name match.*

## 6.3 Delegate Management

If you are a supervisor, the Delegate Management function allows you to approve or reject new delegates, or remove existing delegates from your account.

### 6.3.1 Approving and Rejecting Delegates

If a user registers as a delegate and selects you as their supervisor, you will receive email notification that a delegate account is pending your approval.

**Note:** If the request is not acted upon, the system will send follow-up emails advising you that action is still required.

Once you have received the email notification:

1. [Log in to PMP AWARe](#).
2. Click **Menu > Delegate Management**.

The Delegate Management page is displayed.

Delegate Management					
Select a delegate to review details.					
First	Last	Role	Delegate Status	Date Requested	Date Verified
Jordan	Delegate	Prescriber Delegate - Unlicensed	Pending	04/06/2018	
Adam	Delegate	Prescriber Delegate - Unlicensed	Approved	04/06/2018	04/11/2018

**Note:** New delegates are identified with a status of "Pending."

3. Click the delegate's name to display their information in the detail card at the bottom of the page.

Jordan Delegate			Approve	Reject
<b>Role:</b> Prescriber Delegate - Unlicensed	<b>Delegate (pending)</b>	<b>4 Supervisors</b>		
<b>Phone:</b> 5026155584	<b>Personal DEA</b>	Jordan Crawford (pending)		
<b>Email:</b> jrcrawford23@yahoo.com (Unverified)	<b>National provider (invalid)</b>	jrcrawford@appriss.com		
<b>Address:</b> 10401 Linn Station Rd Louisville, KY 40223		Jordan Admin (rejected)		
<b>Date of Birth:</b> 01/01/1901		jrcrawford+admin2@appriss.com		

4. Click **Approve** to approve the delegate;  
Or
5. Click **Reject** to reject the delegate. If rejected, the delegate will be removed.

### 6.3.2 Removing/Deactivating Delegates

If you need to deactivate a delegate from your account:

1. Click **Menu > Delegate Management**.

The Delegate Management page is displayed.

Delegate Management					
Select a delegate to review details.					
First	Last	Role	Delegate Status	Date Requested	Date Verified
Jordan	Delegate	Prescriber Delegate - Unlicensed	Pending	04/06/2018	
Adam	Delegate	Prescriber Delegate - Unlicensed	Approved	04/06/2018	04/11/2018

2. Click the delegate's name to display their information in the detail card at the bottom of the page.
3. Click **Remove**.

Upon removal, the delegate's status will be returned to "Pending." The delegate is not removed from your delegate list.

**Notes:**

- If you need to add the user again at a later date, select the former delegate, then click **Approve** to add them to your account.
- If you need to completely remove a delegate from your account, select the former delegate, then click **Reject**. Rejecting a delegate will remove them from your account.
- It is your responsibility to regularly maintain your delegate list and remove access if it is no longer necessary.

## 6.4 Password Management

Your AWARe password expires every 180 days. There are two ways you can manage your password:

1. You can proactively change your password within the application before it expires by [updating your current password](#).
2. If your password has already expired, or if you have forgotten your password, you can [reset your password](#).

### 6.4.1 Updating a Current Password

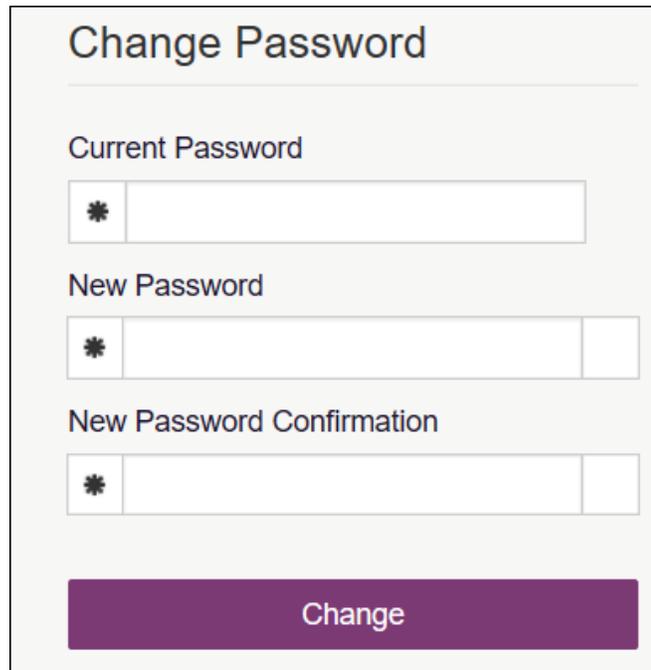
If your password has not expired, but you would like to proactively reset it, you can do so within the AWARe application.

**Note:** This functionality requires that you know your current password and are logged into PMP AWARe.

To update your password:

1. Click **Menu > Password Reset**.

The Change Password page is displayed.

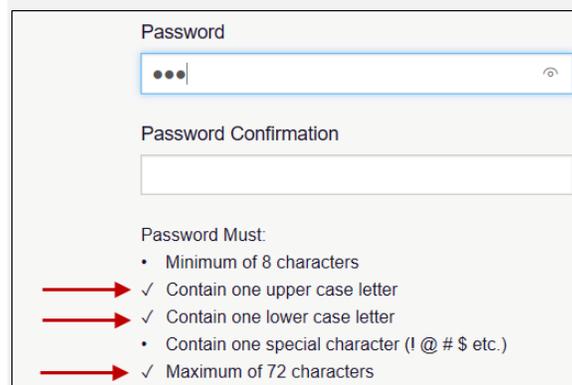


2. Enter your current password in the **Current Password** field.
3. Enter a new password in the **New Password** field, then re-enter it in the **New Password Confirmation** field. The password guidelines are provided below.

*Passwords must contain:*

- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) special character such as !, @, #, \$, etc.*

*Note that a checkmark appears next to each requirement as it is met.*



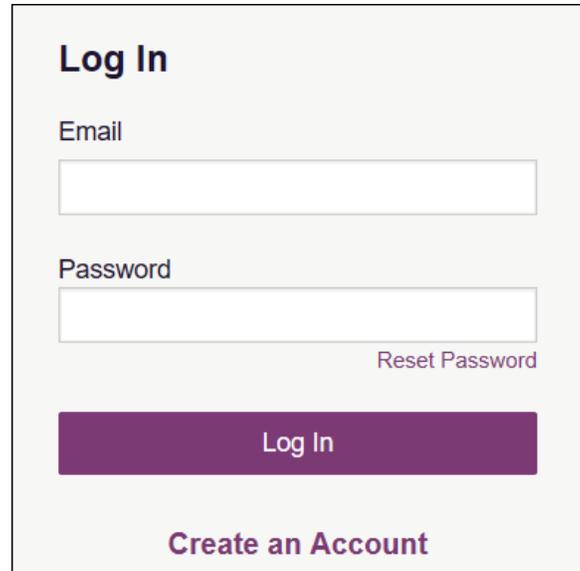
4. Click **Change**.

Your password is updated, and you will use the new password the next time you log in to the system.

## 6.4.2 Resetting a Forgotten Password

1. If you have forgotten your password or your password has expired, navigate to <https://kansas.pmpaware.net/login>.

The Log In page is displayed.

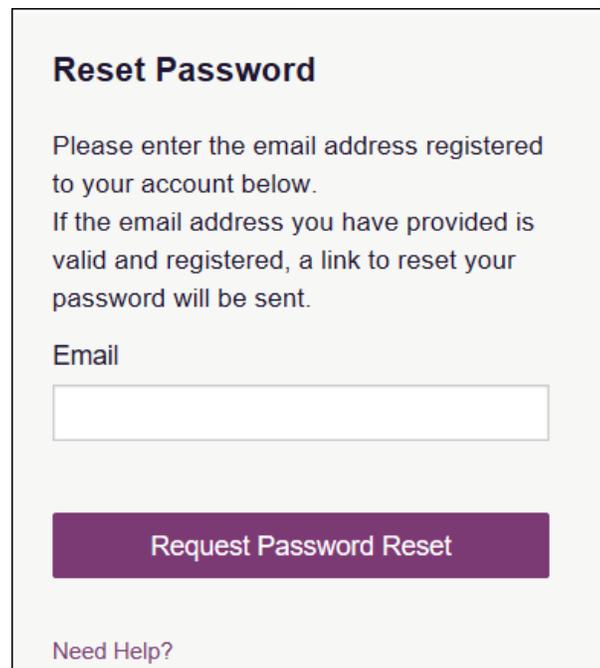


The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Email input field
- Password input field
- [Reset Password](#) (Link)
- Log In** (Button)
- [Create an Account](#) (Link)

2. Click **Reset Password**.

The Reset Password page is displayed.



The screenshot shows a 'Reset Password' form with the following elements:

- Reset Password** (Section Header)
- Text: Please enter the email address registered to your account below.
- Text: If the email address you have provided is valid and registered, a link to reset your password will be sent.
- Email input field
- Request Password Reset** (Button)
- [Need Help?](#) (Link)

3. Enter the email address associated with your account, then click **Request Password Reset**.

A confirmation message is displayed.

- If the email address you provided is valid and registered, you will receive an email containing a link to reset your password. Once you have received the email, click the link.

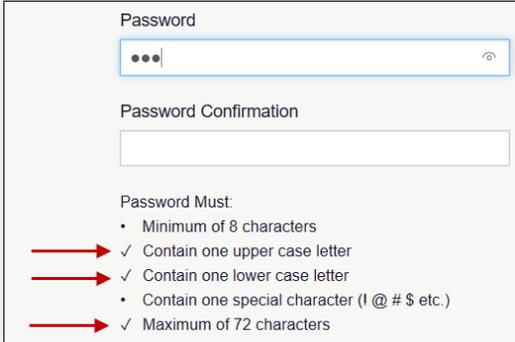
The Change Password page is displayed.

- Enter a new password in the **New Password** field, then re-enter it in the **New Password Confirmation** field. The password guidelines are provided below.

*Passwords must contain:*

- *At least eight (8) characters*
- *One (1) uppercase letter*
- *One (1) lowercase letter*
- *One (1) special character such as !, @, #, \$, etc.*

*Note that a checkmark appears next to each requirement as it is met.*



The screenshot shows a web form with two input fields: "Password" and "Password Confirmation". The "Password" field contains three dots and a toggle icon. Below the fields is a section titled "Password Must:" with a list of requirements. Each requirement has a checkmark and a red arrow pointing to it from the left.

Requirement	Status
• Minimum of 8 characters	✓
• Contain one upper case letter	✓
• Contain one lower case letter	✓
• Contain one special character (! @ # \$ etc.)	✓
• Maximum of 72 characters	✓

- Click **Change**.

Your password is updated, and you will use the new password the next time you log in to the system.

**Notes:**

- *The password reset link is only active for 20 minutes. After the time has expired, you will need to repeat steps 1–3 to generate a new password reset email.*
- *Per our security protocol, PMP AWARe will not confirm the existence of an account. If you do not receive an email at the email address provided, follow the steps below:*
  - 1. Ensure you entered a valid email address.*
  - 2. Check your Junk, Spam, or other filtered folders for the email.*
  - 3. If the email address is correct but you have not received the email, contact your PMP Administrator to request a new password or determine what email address is associated with your account.*
  - 4. Add the following email addresses and domains to your contacts list, or contact your organization’s IT support to have them added as safe senders:*
    - (a) [no-reply-pmpaware@globalnotifications.com](mailto:no-reply-pmpaware@globalnotifications.com)*
    - (b) [globalnotifications.com](http://globalnotifications.com)*
    - (c) [amazonses.com](http://amazonses.com)*

---

# 7 Assistance and Support

## 7.1 Technical Assistance

If you need additional help with any of the procedures outlined in this guide, you can:

- Contact Appriss Health at 1-855-544-4PMP (1-855-544-4767);  
**OR**
- Create a support request at the following URL:  
<https://apprisspmp.zendesk.com/hc/en-us/requests/new>.

Technical assistance is available 24 hours per day, 7 days per week, 365 days per year.

## 7.2 Administrative Assistance

If you have non-technical questions regarding the KS PDMP, please contact:

Kansas Prescription Drug Monitoring Program  
Kansas Board of Pharmacy  
800 SW Jackson, Suite 1414  
Topeka, KS 66612-1231

**Phone:** 785-296-6547

**Fax:** 785-296-8420

**Email:** [pmpadmin@ks.gov](mailto:pmpadmin@ks.gov)

## 8 Document Information

### 8.1 Disclaimer

Appriss has made every effort to ensure the accuracy of the information in this document at the time of printing; however, information is subject to change.

### 8.2 Change Log

Version	Date	Chapter/Section	Change Made
1.0		N/A	N/A; initial publication
2.0	11/21/2018	Global	Updated to current document template
		4.1/Creating a Patient Request	Updated to reflect the addition of NarxCare
		4.2/Viewing a Patient Report	
		Appendix A/NarxCare	Added new section
2.1	04/21/2020	3.2.1/Patient Alerts	Removed section
		4.6/Patient Alerts	
		Appendix A/ Additional Indicators	Renamed the section "Additional Indicators" (previously "Additional Risk Indicators") to reflect the addition of the Clinical Alerts feature
			Added information about Clinical Alerts and how to view detailed information regarding those alerts
2.2	06/16/2020	2/Registration	Replaced registration instructions with updated registration process
2.3	06/23/2021	Global	Updated screenshots as necessary to reflect updates made to the system to ensure that it is ADA compliant
2.4	10/20/21	Section 4.1/Creating a Patient Request	Updated screenshots and information contained within the appendix to reflect the new Tiles layout
		Appendix A/NarxCare	Updated screenshots and information contained within the appendix to reflect the new Tiles layout

# Appendix A: NarxCare

## Introduction to NarxCare

All approved users have access to an advanced patient support tool called NarxCare. In addition to the existing functionality and the current patient PMP report, NarxCare offers a representation of the data in an interactive format to help physicians, pharmacists, and care teams access and more quickly and easily comprehend the data to aid in clinical decisions and provide improved patient safety and outcomes. NarxCare also provides tools and resources that support patients' needs and connect them to treatment, when appropriate.

With this platform, healthcare providers have access to all of the features and functions of NarxCare with a consistent look and feel for users who access the solution through the web portal. It also enables delivery of NarxCare within Electronic Health Record (EHR) and Pharmacy Management Systems for those prescribers and dispensers who choose to access NarxCare through integration within their healthcare IT system.

This appendix is intended to provide an overview of the NarxCare platform that provides a breakdown of the report.

### Why NarxCare?

NarxCare is a platform to help clinicians identify, prevent, and manage substance use disorder (SUD). We know that safe prescribing practices must be part of a multi-dimensional response to this public health crisis. It allows prescribers and dispensers to identify patients who may be at risk for prescription drug addiction and resources that clinicians can utilize to ensure that patients can be provided with the care they need. The NarxCare platform is user friendly, fast, easily integrated into a patient's electronic medical record, and interoperable with other states. We view NarxCare as an important component in our response to the current opioid crisis.

### How Does NarxCare Work?

NarxCare aggregates historical and active prescription data and presents color-coded, interactive, visual representations of the data. In addition, the NarxCare report has a **Resources** section that includes a Medical Assistance Treatment (MAT) locator, CDC educational resources. These resources can be used to help patients in need at the right time, in a meaningful way, and quickly and easily at the point of care.

### Who Has Access to NarxCare?

NarxCare is available to the end user, whether accessing via the web portal or integrated EHR system or pharmacy software.

## NarxCare Layout

The NarxCare report interface is displayed as tiles containing specific prescription information. The tiles displayed may vary depending on the display configured by your PMP administrator. The following overview provides common tiles you may see on your report.

Header

**[REDACTED], 17M**

Date of Birth: [REDACTED] Recent Address: [REDACTED] Louisville, KY 40212

[View Linked Records \(6\)](#)

**Scores & Indicators**

**Narx Scores**

Narcotic: **794** Sedative: **391** Stimulant: **221**

Explanation and Guidance

**Overdose Risk Score**

993

(Range 000-999)

Explanation and Guidance

**State Indicators (4)**

- Patient is participating in a specialized docket to address a diagnosed substance use disorder.
- Hx of previous overdose (3)
- Daily Active MME >= 115
- Overlapping Opioid & Benzodiazepine

Details

**RX Graph**

Narcotic  Buprenorphine  Sedative  Stimulant  Other Learn how to use graph

All Prescribers

Disclaimer

**Morphine Milligram Equivalent Prescribed Over Time**

Last 30 Days Last 60 Days Last 90 Days Last 1 Year Last 2 Years

34

MME per Day Avg

340

MME per Rx

Disclaimer

**Lorazepam MgEq (LME) Prescribed Over Time**

Last 30 Days Last 60 Days Last 90 Days Last 1 Year Last 2 Years

0.5

LME Per Day Avg

15

LME mg Per Rx

Disclaimer

**Buprenorphine (mg) Prescribed Over Time**

Last 30 Days Last 60 Days Last 90 Days Last 1 Year Last 2 Years

2

mg Per Day Avg

60

Avg mg Per Rx

Disclaimer

**RX Summary**

Summary	Opioids* (excluding Buprenorphine)	Buprenorphine*
Total Prescriptions	70	137
Total Private Pay	3	55.00
Total Prescribers	8	32.50
Total Pharmacies	8	2.00

**RX Summary Expanded**

Narcotics (excluding Buprenorphine)	Buprenorphine	Sedatives	Stimulants
30 Day Avg. MME	34.00	30 Day Avg. LME	0.50
90 Day Avg. MME	25.72	90 Day Avg. LME	0.50
Rx Count/12 Months	3	Rx Count/12 Months	1
Prescriber #/6 Months	3	Prescriber #/6 Months	1
Pharmacy #/6 Months	2	Pharmacy #/6 Months	1
Current Quantity	137	Current Quantity	22

<p><b>Prescription Detail</b></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Prescriptions</b> <span style="float: right;">Column Settings</span></p> <p>Total: 70   Private Pay: 3 <span style="float: right;">Showing 1-15 of 70 Items   View 15 Items   1 of 5</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Filed</th> <th>Written</th> <th>ID</th> <th>Drug</th> <th>QTY</th> <th>Days</th> <th>Prescriber</th> <th>RX #</th> <th>Dispenser</th> <th>Refill</th> <th>Daily Dose*</th> <th>Pymt Type</th> <th>PMP</th> </tr> </thead> <tbody> <tr> <td>11/13/2014</td> <td>11/08/2014</td> <td>4</td> <td>Oxycodone-Acetaminophen 5-325</td> <td>80.00</td> <td>40</td> <td>We Tes</td> <td></td> <td>Cos (3475)</td> <td>0</td> <td>15.00 MME</td> <td>-</td> <td>CO</td> </tr> <tr> <td>11/01/2014</td> <td>11/01/2014</td> <td>6</td> <td>Hydrocodone-Acetamin 10-325 Mg</td> <td>90.00</td> <td>30</td> <td>Tr Par</td> <td></td> <td>Wal (2435)</td> <td>1</td> <td>30.00 MME</td> <td>-</td> <td>CO</td> </tr> <tr> <td>10/31/2014</td> <td>10/29/2014</td> <td>6</td> <td>Vyvanse 60 Mg Capsule</td> <td>30.00</td> <td>30</td> <td>Tr Par</td> <td></td> <td>Wal (2435)</td> <td>0</td> <td>-</td> <td>-</td> <td>CO</td> </tr> <tr> <td>10/10/2014</td> <td>10/10/2014</td> <td>6</td> <td>Buprenorphine 2 Mg Tablet Sl</td> <td>90.00</td> <td>90</td> <td>Sh Mar</td> <td></td> <td>Kp (F123)</td> <td>0</td> <td>2.00 mg</td> <td>-</td> <td>IN</td> </tr> <tr> <td>10/05/2014</td> <td>10/05/2014</td> <td>6</td> <td>Hydrocodone-Acetamin 10-325 Mg</td> <td>90.00</td> <td>90</td> <td>Tr Par</td> <td></td> <td>Wal (2435)</td> <td>0</td> <td>10.00 MME</td> <td>-</td> <td>CO</td> </tr> <tr> <td>09/17/2014</td> <td>09/17/2014</td> <td>6</td> <td>Oxycodone-Acetaminophen 5-325</td> <td>30.00</td> <td>3</td> <td>Tr Par</td> <td></td> <td>Wal (2435)</td> <td>0</td> <td>75.00 MME</td> <td>-</td> <td>CO</td> </tr> <tr> <td>09/17/2014</td> <td>09/17/2014</td> <td>6</td> <td>Phentermine 37.5 Mg Tablet</td> <td>30.00</td> <td>30</td> <td>Tr Par</td> <td></td> <td>Wal (2435)</td> <td>0</td> <td>-</td> <td>-</td> <td>CO</td> </tr> <tr> <td>09/13/2014</td> <td>09/08/2014</td> <td>4</td> <td>Oxycodone-Acetaminophen 5-325</td> <td>30.00</td> <td>10</td> <td>Ke Mcc</td> <td></td> <td>Cos (3475)</td> <td>0</td> <td>22.50 MME</td> <td>-</td> <td>CO</td> </tr> <tr> <td>09/12/2014</td> <td>09/10/2014</td> <td>2</td> <td>Sl-Oxycodone/apap 5/325 Tab</td> <td>90.00</td> <td>22</td> <td>Ma Sto</td> <td></td> <td>Wal (6992)</td> <td>1</td> <td>30.68 MME</td> <td>Military/VA</td> <td>CO</td> </tr> </tbody> </table> </div>	Filed	Written	ID	Drug	QTY	Days	Prescriber	RX #	Dispenser	Refill	Daily Dose*	Pymt Type	PMP	11/13/2014	11/08/2014	4	Oxycodone-Acetaminophen 5-325	80.00	40	We Tes		Cos (3475)	0	15.00 MME	-	CO	11/01/2014	11/01/2014	6	Hydrocodone-Acetamin 10-325 Mg	90.00	30	Tr Par		Wal (2435)	1	30.00 MME	-	CO	10/31/2014	10/29/2014	6	Vyvanse 60 Mg Capsule	30.00	30	Tr Par		Wal (2435)	0	-	-	CO	10/10/2014	10/10/2014	6	Buprenorphine 2 Mg Tablet Sl	90.00	90	Sh Mar		Kp (F123)	0	2.00 mg	-	IN	10/05/2014	10/05/2014	6	Hydrocodone-Acetamin 10-325 Mg	90.00	90	Tr Par		Wal (2435)	0	10.00 MME	-	CO	09/17/2014	09/17/2014	6	Oxycodone-Acetaminophen 5-325	30.00	3	Tr Par		Wal (2435)	0	75.00 MME	-	CO	09/17/2014	09/17/2014	6	Phentermine 37.5 Mg Tablet	30.00	30	Tr Par		Wal (2435)	0	-	-	CO	09/13/2014	09/08/2014	4	Oxycodone-Acetaminophen 5-325	30.00	10	Ke Mcc		Cos (3475)	0	22.50 MME	-	CO	09/12/2014	09/10/2014	2	Sl-Oxycodone/apap 5/325 Tab	90.00	22	Ma Sto		Wal (6992)	1	30.68 MME	Military/VA	CO
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NarxCare helps providers make better-informed decisions when it comes to identifying, preventing, and managing substance use disorders. An overview of each section can be found below.

# NarxCare Report Details

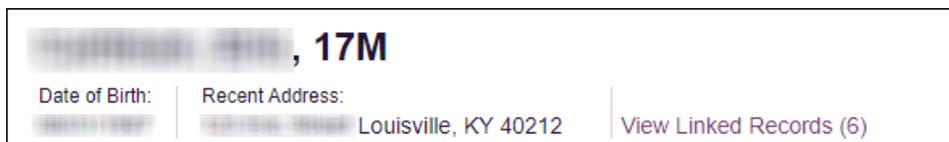
## Report Header

The NarxCare Report page heading contains several report and account-level controls:

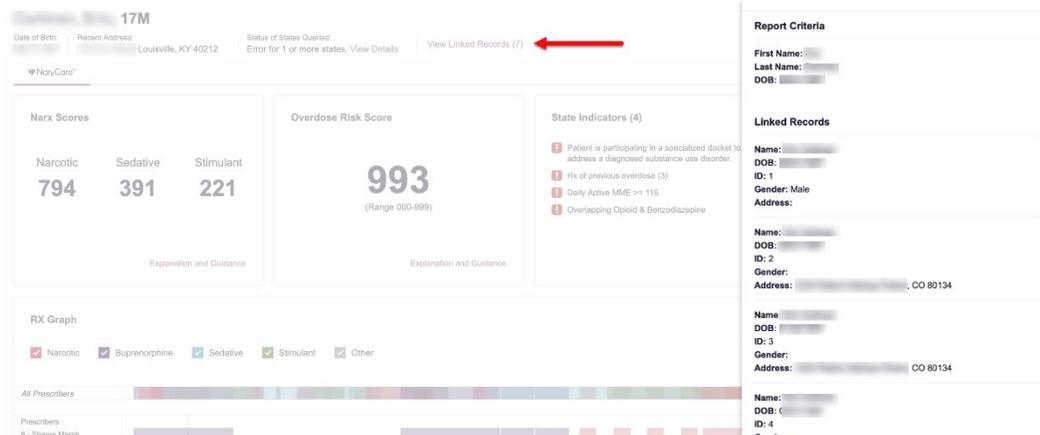
- Drop-down menu bar:** Clicking **Menu** allows you to navigate to all functional areas of AWARxE. For NarxCare users, the menu, which is shown on the following page, contains additional training links as well as a link to the NarxCare user guide. You can click your username for quick access to account management options such as **My Profile**, **Delegate Management**, and **Password Reset**.



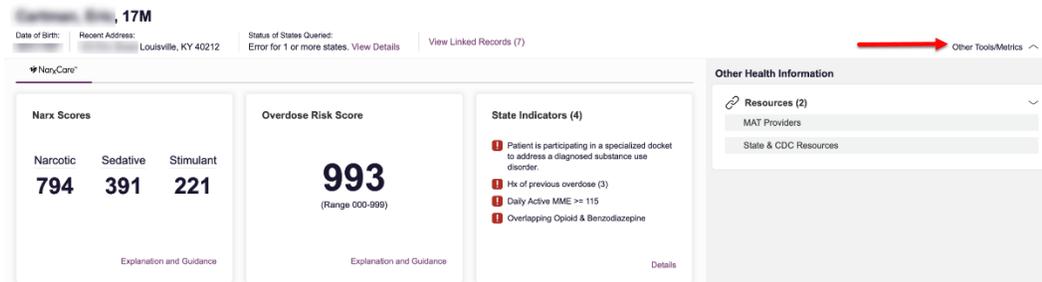
- Patient identifying information:** The patient’s name, age in years, and gender are displayed as the report header above the report tiles. Additional patient information, such as date of birth and address, can be found below this header. This information will remain visible as you scroll through the report.



You can click **View Linked Records** to display all records linked to the selected patient.



- Other Tools/Metrics:** You can click on the **Other Tools/Metrics** drop-down, located on the right side of the page, to display the **Resources** link, which contains links to MAT providers and State & CDC resources that may be useful in managing patient referrals or reviewing CDC guidelines. Please refer to the [Other Tools/Metrics](#) section of this appendix for more information on these resources.



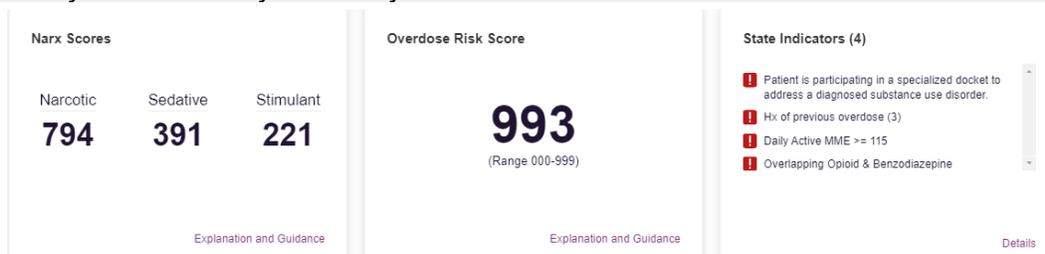
## Report Body

The body of the NarxCare Report information is aimed at rapidly raising awareness of risk and prescription use patterns, and when required, individual prescription detail. This information is presented as tiles, many of which are interactive and will display additional information upon clicking or hovering over links and graphs within the individual tiles.

**Note:** The list of tiles described below is not comprehensive; it provides a list of the most common tiles. You may not see all of the tiles described below; however, you may also see additional tiles not described below. The tiles displayed to you are configured by your PMP administrator.

- Scores and additional risk indicators:** The NarxCare Report includes a series of type-specific use scores, NarxCare Scores, Overdose Risk Score, and Additional Risk Indicators, which are located in the Risk Indicators section of the report. These scores and other elements are often automatically returned to the requesting system as discrete data. Requesting systems receiving such data can choose to display the scores within the native electronic health record or pharmacy management system, and many systems choose to display these data in the patient header, face sheet, or alongside patient vital signs.

**Note:** Please refer to the [NarxCare Scores](#), [Overdose Risk Score](#), and [Additional Risk Indicators](#) sections of this document for more information on those scores and indicators.



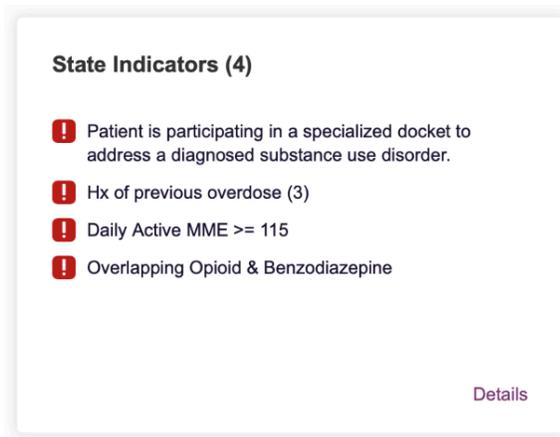
- State Indicators:** The State Indicators tile displays Clinical Alerts as configured by your PMP Administrator. The Clinical Alerts feature delivers custom alerts and notifications to prescribers to alert them when patients meet or exceed the specified thresholds. *Note that the alerts that are available to you and the thresholds associated with those alerts are configured by your PMP Administrator.* The Clinical Alerts that may be displayed in this section are listed in the table below.

Alert Type	Description
Prescriber & Dispenser Thresholds	Generates an alert when the number of prescribers and dispensers specified by your PMP Administrator is met or exceeded within a set time period
Daily Active MME Threshold	Generates an alert when the daily active morphine milligram equivalent (MME) is greater than or equal to the value specified by your PMP Administrator
Opioid & Benzodiazepine Threshold	Generates an alert when opioids and benzodiazepines are prescribed within the time period set by your PMP Administrator
Daily Active Methadone Threshold	Generates an alert when the daily active MME for methadone is greater than or equal to the value specified by your PMP Administrator
Opioid Consecutive Days Threshold	Generates an alert when opioids have been received daily for longer than the time period set by your PMP Administrator

If configured by your PMP Administrator, this section may also display below-threshold alerts indicating that the patient has not met or exceeded the thresholds associated with that alert.

Alerts for thresholds that have been met or exceeded are displayed in **red**.

Alerts for thresholds that have not been met (below-threshold alerts) are displayed in **gray**.



You can view a detailed description of the Clinical Alerts displayed in this section by clicking the **Details** link located below the alerts. Once you click this link, the alert details modal is displayed.

**Additional Indicators** Print

An additional risk indicator assessment reveals the following concerns for [redacted]

**Exceeds Daily Active MME Threshold**

**Description**  
Please note that this person has received controlled substances prescriptions equal to or greater than 115 MME/D. This equals or exceeds the threshold of 45 MME/D.

<b>Patient's Counts</b>	<b>Alert Thresholds</b>
115	45

Alert Date: 8/23/2021

**Exceeds Opioid & Benzodiazepine Threshold**

**Description**  
Please note that this person has received controlled substances prescriptions for both an Opioid and a Benzodiazepine within the same time period.

Below Daily Active Methadone Threshold

**Prescription Counts**  
Opioid: 4  
Benzodiazepine: 1

Alert Date: 8/23/2021

[Close](#)

**Notes:**

*If configured by your PMP Administrator, this modal may also display an Explanation section containing additional information, provided by the PMP Administrator, about why you are receiving this alert.*

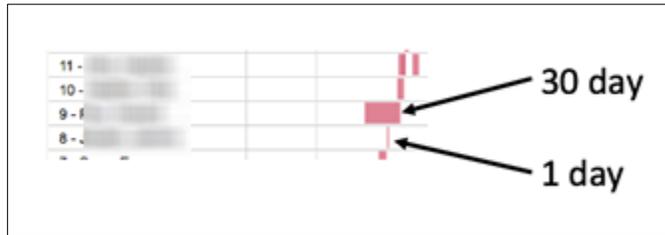
*These alerts and indicators may corroborate any concerns raised by the patient’s prescription information. In all cases, if a provider determines that inappropriate risk exists for a patient, they should seek additional information, discuss the risk concern with the patient, and choose appropriate medical care options that are in the best interest of the patient.*

- **Rx Graph:** The Rx Graph tile allows you to rapidly see important patterns and levels of use.



- Prescriptions are color coded and can be selected or deselected at the top of the graph.
  - Narcotics (opioids) = **red**
  - Buprenorphines = **purple**
  - Sedatives (benzodiazepines, sleep aids, etc.) = **blue**
  - Stimulants = **green**
  - Other = **grey**
- The Rx Graph is reverse time ordered, meaning that the most recent prescriptions are displayed on the left side of the graph and the oldest are displayed on the right.

- Each pixel in the graph represents one day; therefore, a 30-day prescription is represented by a rectangle about 1 cm wide and a 1–3-day prescription appears as a narrow vertical bar.

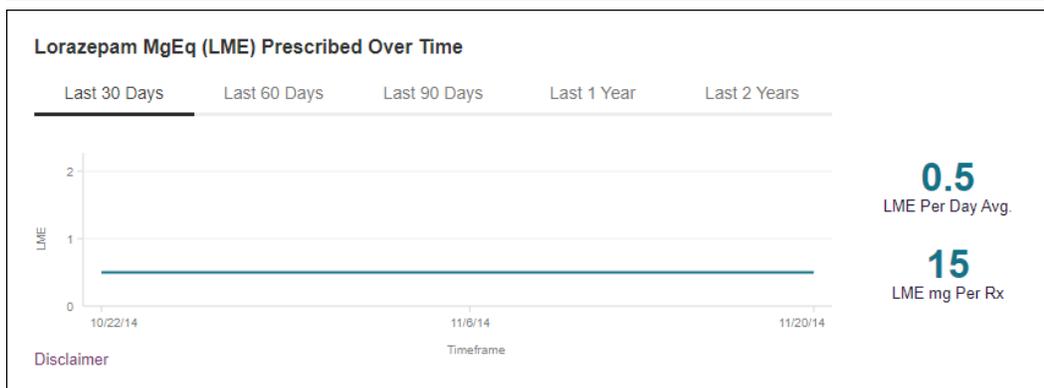
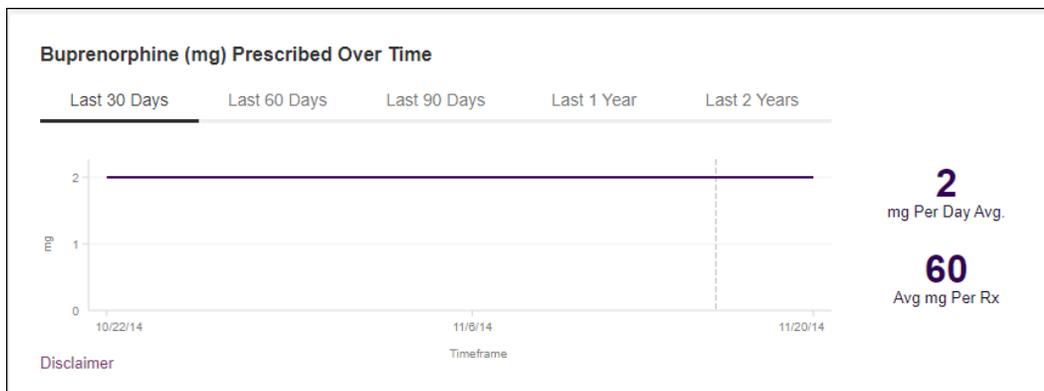


- The Rx Graph is interactive. You can click on a prescription to view information for that prescription, or you can click and drag over multiple prescriptions to view information for the selected prescriptions.

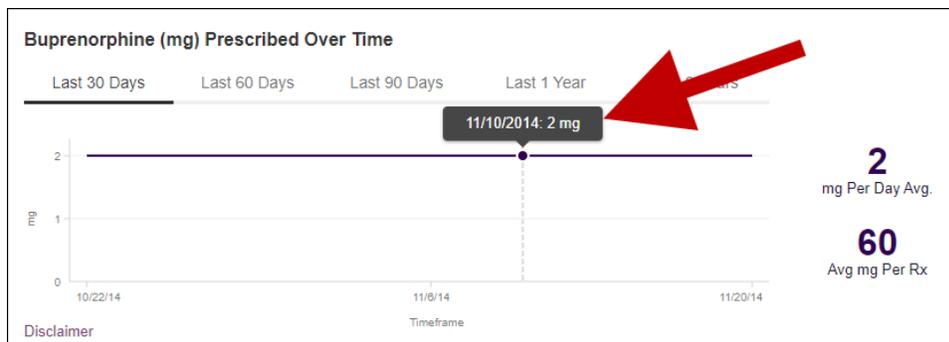


- **Other graphs:** If configured by your PMP administrator, the Morphine Milligram Equivalent Prescribed Over Time, Buprenorphine (mg) Prescribed Over Time, and Lorazepam MgEq (LME) Prescribed Over Time tiles may also be included on the report. These tiles contain graphs that provide a quick longitudinal view of daily MME, buprenorphine, and LME. Abrupt changes in these factors are often due to overlapping prescriptions.





- You can hover over the timeline in all of these graphs to display information for a specific day.



- You can customize the length of time for which you wish to view information by clicking **Last 30 Days** (displayed by default), **Last 60 Days**, **Last 90 Days**, **Last 1 Year**, or **Last 2 Years** at the top of each graph.

## Prescription Detail

Each prescription dispensed to the patient is presented in the Prescriptions tile. If desired, you can use the arrows next to each column header (↕) to sort the table by that column. You can also hover your cursor over a prescriber or pharmacy to view additional information such as prescriber or pharmacy full name, address, and DEA number.

Prescriptions												
Total: 70   Private Pay: 3												
Showing 1-15 of 70 Items												
View 15 Items												
1 of 5												
Filled	Written	ID	Drug	QTY	Days	Prescriber	RX #	Dispenser	Refill	Daily Dose*	Pymt Type	PMP
11/13/2014	11/08/2014	4	Oxycodone-Acetaminophen 5-325	80.00	40	We Tes	1481148	Cos (3475)	0	15.00 MME	-	CO
11/01/2014	11/01/2014	6	Hydrocodone-Acetamin 10-325 Mg	90.00	30	Tr Par	1481148	Wal (2435)	1	30.00 MME	-	CO
10/31/2014	10/28/2014	6	Vyvanse 60 Mg Capsule	30.00	30	Tr Par	1481148	Wal (2435)	0		-	CO
10/10/2014	10/10/2014	6	Buprenorphine 2 Mg Tablet Sl	90.00	90	Sh Mar	1481148	Kp (F123)	0	2.00 mg	-	IN
10/05/2014	10/05/2014	6	Hydrocodone-Acetamin 10-325 Mg	90.00	90	Tr Par	1481148	Wal (2435)	0	10.00 MME	-	CO
09/17/2014	09/17/2014	6	Oxycodone-Acetaminophen 5-325	30.00	3	Tr Par	1481148	Wal (2435)	0	75.00 MME	-	CO
09/17/2014	09/17/2014	6	Phentermine 37.5 Mg Tablet	30.00	30	Tr Par	1481148	Wal (2435)	0		-	CO
09/13/2014	09/08/2014	4	Oxycodone-Acetaminophen 5-325	30.00	10	Ke Mcc	1481148	Cos (3475)	0	22.50 MME	-	CO
09/12/2014	09/10/2014	2	Sk-Oxycodone/apap 5/325 Tab	90.00	22	Ma Sto	1481148	Wal (6992)	1	30.68 MME	Military/VA	CO
08/28/2014	08/28/2014	1	Suboxone 8 Mg-2 Mg Sl Film	4.00	4	M Mac	1481148	Som (2682)	0	8.00 mg	Private Pay	CO
07/30/2014	07/30/2014	4	Oxycodone-Acetaminophen 5-325	30.00	15	Ra Mar	1481148	Cos (3475)	0	15.00 MME	Military/VA	CO
07/12/2014	07/12/2014	6	Oxycodone-Acetaminophen 5-325	30.00	30	Tr Par	1481148	Wal (6992)	0	7.50 MME	-	CO
07/02/2014	06/29/2014	6	Hydrocodon-Acetaminophn 10-325	90.00	15	Tr Par	1481148	Wal (6992)	0	60.00 MME	Indian Nat	CO
06/30/2014	06/08/2014	6	Vyvanse 60 Mg Capsule	30.00	30	Tr Par	1481148	Wal (6992)	0		Other	CO
06/07/2014	05/08/2014	6	Hydrocodon-Acetaminophn 10-325	90.00	15	Tr Par	1481148	Wal (6992)	1	60.00 MME	Comm Ins	CO

## Provider and Pharmacy Detail

Provider and pharmacy information, including full name, address, and DEA number (if applicable), is presented in the Providers and Pharmacies tiles.

Providers					
Total: 8					
Showing 1-8 of 8 Items					
Name	Address	City	State	Zipcode	Phone
[Redacted]	1881 N. 1st Ave. North Park, CO	North Park	CO	41113	[Redacted]
[Redacted]	1750 S. Grand Ave. South Park, CO	South Park	CO	80134	[Redacted]
[Redacted]	1224 Franklin Ave. South Park, CO	South Park	CO	80134	[Redacted]
[Redacted]	Franklin Ave. North Park, CO	North Park	CO	85134	[Redacted]
[Redacted]	180 N. Main Street South Park, CO	South Park	CO	80434	[Redacted]
[Redacted]	3422 Broadway South Park, CO	South Park	CO	80134-4321	[Redacted]
[Redacted]	1224 Franklin Ave. South Park, CO	South Park	CO	80134	[Redacted]
[Redacted]	Main St. South Park, CO	South Park	CO	80134	-

Pharmacies					
Total: 8					
Showing 1-8 of 8 Items					
Name	Address	City	State	Zipcode	Phone
North Park Pharmacy, 4801 (2002)	2001 Broadway North Park, CO	North Park	CO	43621	[Redacted]
Pharmacy (802) (2002)	1800 S. Grand Ave. South Park, CO	South Park	CO	80134	[Redacted]
Pharmacy (Co) (2002)	1800 S. Grand Ave. South Park, CO	South Park	CO	80134	[Redacted]
Pharmacy (Pharmacy) (802) (2002)	1800 S. Grand Ave. South Park, CO	South Park	CO	80134	[Redacted]
Pharmacy (Co) (2002)	1800 S. Grand Ave. South Park, CO	South Park	CO	80134	[Redacted]
East Park Pharmacy (2002)	1800 S. Grand Ave. East Park, CO	East Park	CO	80444	[Redacted]
East Park Pharmacy (2002)	1800 S. Grand Ave. East Park, CO	East Park	CO	80441	[Redacted]
Pharmacy (2002)	Pharmacy (2002) Sodosopa, CO	Sodosopa	CO	80445	-

## Other Tools/Metrics

### Resources

The **Resources** link provides easy access to treatment locators and State & CDC documents.

The screenshot shows a patient dashboard for a patient with 17M prescriptions. Key metrics include:

- Narx Scores:** Narcotic (794), Sedative (391), Stimulant (221)
- Overdose Risk Score:** 993 (Range 000-999)
- State Indicators (4):**
  - 1 Patient is participating in a specialized docket to address a diagnosed substance use disorder.
  - 1 Hx of previous overdose (3)
  - 1 Daily Active MME >= 115
  - 1 Overlapping Opioid & Benzodiazepine

On the right, the 'Other Health Information' section shows a dropdown menu for 'Resources (2)' with 'State & CDC Resources' highlighted in red.

- MAT Providers:** The MAT Providers pop-up window locates the 30 closest providers who are listed in the Substance Abuse and Mental Health Services Administration (SAMHSA) buprenorphine treatment locator database.

**MAT Providers** ✕

Find the 30 closest MAT providers for this patient. The patient's zip code is pre-populated if available.  
[View more information about the treatment locator.](#)

Zip Code

The patient’s zip code is pre-populated but can be edited. Click **Submit** to generate a PDF that can be viewed and printed.

This data is provided by the Substance Abuse and Mental Health Services Administration (SAMHSA). View more information about the treatment locator [here](#).

- State & CDC Resources:** The State & CDC Resources pop-up window, which is shown on the following page, provides a series of State & CDC documents pertaining to both providers and patients that can be referenced quickly.

**State & CDC Resources** ✕

Click the associated link and print.  
[View more information about resources.](#)

What You Need to Know	Opioids and Chronic Pain	Pregnancy and Opioids
 Prescription Opioids: What You Need to Know (PDF)	 Promoting Safer and More Effective Pain Management (PDF)	 Pregnancy and Opioids Pain Management (PDF)
<b>Pocket Guide: Tapering</b>  POCKET GUIDE: TAPERING OPIOIDS FOR CHRONIC PAIN	<b>Fact Sheet</b>  GUIDELINE FOR PRESCRIBING OPIOIDS FOR CHRONIC PAIN	<b>Checklist *</b>  Checklist for prescribing opioids for chronic pain

To assist providers in educating their patients, printable CDC pamphlets are also available. In addition to CDC-provided resources, Indiana-specific resources, in coordination with the Bureau of Substance Addiction Services ([BSAS](#)), will also be available. More information about the CDC resources can be found [here](#).

## Narx Scores

The NarxCare application delivers several elements of discrete data and a visually enhanced, interactive PDMP report. Contained on the report, and delivered as discrete data, are three type-specific *use* scores called Narx Scores. These Narx Scores numerically represent the PDMP data for a patient.

Narx Scores are calculated for narcotics (opioids), sedatives, and stimulants and have the following characteristics:

1. Each score consists of three digits ranging from 000–999.
2. The last digit of each score represents the number of active prescriptions of that type. Foreexample, a Narx Score of 504 indicates the patient should have four active narcotic prescriptions according to dispensation information in the PDMP.
3. The scores correspond to the number of literature-based risk factors that exist within the PDMP data. These risk factors include:
  - a. The number of prescribers
  - b. The number of pharmacies
  - c. The amount of medication dispensed (often measured in milligram equivalencies)
  - d. The number of times prescriptions of a similar type overlap from different prescribers
4. The time elapsed for any risk factor serves to decrease its contribution to the score. For example, 1,000 MME dispensed within the last month will elevate the score *more than* 1,000 MME dispensed one year ago.
5. The distribution of Narx Scores for patients found in a PDMP is approximated as follows:
  - a. 75% score less than 200
  - b. 5% score more than 500
  - c. 1% score more than 650

The Narx Scores were designed such that:

6. Patients who use small amounts of medication with limited provider and pharmacy usage will have **low scores**.
7. Patients who use large amounts of medications in accordance with recommended guidelines (single provider, single pharmacy, etc.) will have **mid-range scores**.
8. Patients who use large amounts of medications while using many providers and pharmacies, and with frequently overlapping prescriptions, will have **high scores**.

## Narx Score Algorithm

### Relative Scoring

Narx Scores represent a *relative scoring* system wherein the risk factors representing use within a PDMP report are counted and then converted to a reference value that ranges from 0–99.

These reference values correlate with a percentile measurement of that use within the PDMP population.

A single point measurement of total MME in the last 60 days can be used to illustrate this concept further using the following three patients:

- Patient A: 160 MME
- Patient B: 4,800 MME
- Patient C: 1,050 MME

If we were to place these three patients on a line of relative risk, we could intuit a linear relationship based on MME, which could be depicted as follows:



This depiction has no boundaries to the left or right so these patients could just as easily be drawn as follows:

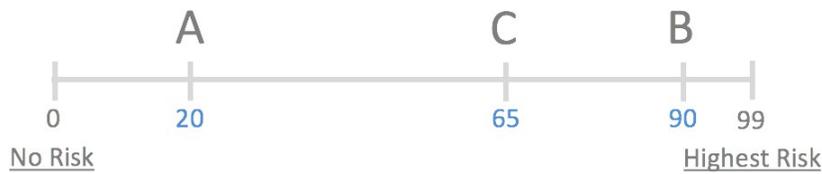


The NarxCare algorithm uses a unique strategy to establish boundaries of use by converting all measured variables, such as 60-day MME, to a scaled value between 0 and 99. This was done by evaluating a large PDMP population and measuring the 60-day MME value for every patient.

This set of data was then used to create a reference table roughly equating to a percentile in the population. If we add the scaled value to each example patient's 60-day MME we get:

- Patient A: 160 MME | 20
- Patient B: 4,800 MME | 90
- Patient C: 1,050 MME | 65

If we apply these new scaled values to our risk diagram and create a left and right boundary of 0 and 99, we get:



Interestingly, the population-based scaled values indicate that Patient B and C are closer to each other than might otherwise be suspected. In this case, we can also say that Patient B has used more MME in the last 60 days than 90% of the rest of the PDMP population.

**Time Periods**

The NarxCare algorithm evaluates a PDMP record using four different, overlapping time periods. In each time period, the risk factor being evaluated is tabulated and then converted to a scaled value. An example provider reference table is provided below.

Prescribers	2mo Scaled	6mo Scaled	1yr Scaled	2yr Scaled
0	0	0	0	0
1	19	12	8	6
2	36	22	16	11
3	51	32	23	16
4	64	41	30	21
5	75	49	37	26
6	85	57	43	30
And so on ...				

These reference tables exist for all the risk factors being evaluated and cover all four time periods. In general, as the raw value count (i.e., number of prescribers) increases, so does the reference value (up to 99 maximum). As the time period increases, the scaled value decreases. Some examples are provided below.

Prescriber Count	2mo Scaled	6mo Scaled	1 yr Scaled	2yr Scaled
0	0	0	0	0
1	19	12	8	6
2	36	22	16	11
3	51	32	23	16
4	64	41	30	21
5	75	49	37	26
6	85	57	43	30
And so on ...				

Pharmacy Count	2mo Scaled	6mo Scaled	1 yr Scaled	2yr Scaled
0	0	0	0	0
1	25	16	13	10
2	45	31	25	19
3	63	44	35	27
4	78	56	45	35
5	90	67	54	42
6	99	76	62	49
And so on ...				

Pharmacy Count	2mo Scaled	6mo Scaled	1 yr Scaled	2yr Scaled
0	0	0	0	0
1	25	16	13	10
2	45	31	25	19
3	63	44	35	27
4	78	56	45	35
5	90	67	54	42
6	99	76	62	49
And so on ...				

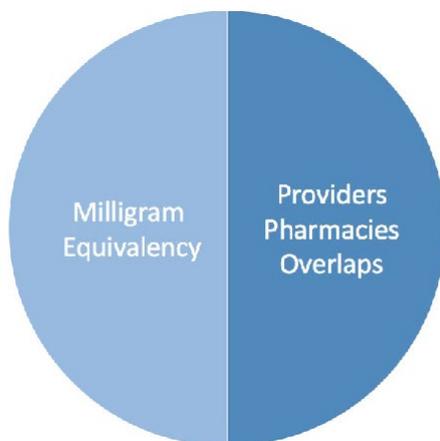
Sedative LME	2mo Scaled	6mo Scaled	1 yr Scaled	2yr Scaled
0	0	0	0	0
1-4	4	6	8	10
5 - 9	8	10	13	16
10 - 14	10	12	16	19
15 - 19	20	20	23	26
20 - 24	23	23	26	29
25 - 29	24	23	26	30
And so on ...				

Overlap Days	2mo Scaled	6mo Scaled	1 yr Scaled	2yr Scaled
0	0	0	0	0
1	3	2	1	1
2	6	4	3	2
3	9	5	4	3
4	11	7	6	4
5	14	9	7	5
6	16	10	8	6
And so on ...				

**Weighting**

A Narx Score is calculated as a weighted average of the scaled values. A 50% weighting is applied to the milligram equivalencies with the remaining risk factors making up the other 50%.



This type of weighting results in several reliable relationships. If we think of milligram equivalency as *consumption* and the combination of providers, pharmacies, and overlaps collectively as *behaviors*, we can intuit the following score categories.

	<u>Consumption</u>	<u>Behaviors</u>	<u>Narx Score</u>
Patient A	Low	Low	Low
Patient B	Low	High	Mid
Patient C	High	Low	Mid
Patient D	High	High	High

It is important to understand that there are several different patterns of use that can result in the same score. It is always necessary to look at the actual PDMP data to determine what use patterns exist that have resulted in the Narx Score presented.

### Algorithm and Score Computation

The following steps are involved with calculating a Narx Score:

1. Determine the raw values for all time periods for all variables.
2. Convert all raw values to scaled values.
3. Average the scaled values for each risk factor for all time periods.
4. Determine the weighted average.
5. Add (concatenate) the number of active prescriptions.

Using a sample patient as an example to illustrate the calculation of a Narcotic Score:

1. Determine the raw values for all time periods for all variables.

	60 days	6 mos.	1 year	2 years
Prescribers	6	9	15	15
Pharmacies	4	4	6	6
MME	1640	5408	7358	7364
LME	0	0	0	0
Overlaps	17	55	65	65

2. Convert all raw values to scaled values.

	60 days	6 mos.	1 year	2 years
Prescribers	85	76	84	64
Pharmacies	78	56	62	49
Morphine milligram eq	74	87	88	87
Lorazepam milligram eq	0	0	0	0
Overlaps	41	70	64	52

3. Average the scaled value for each risk factor for all time periods.

	60 days	6 mos.	1 year	2 years	Avg
Prescribers	85	76	84	64	<b>77</b>
Pharmacies	78	56	62	49	<b>61</b>
MME	74	87	88	87	<b>84</b>
LME	0	0	0	0	<b>0</b>
Overlaps	41	70	64	52	<b>57</b>

4. Calculate the weighted average.

	60 days	6 mos.	1 year	2 years	Avg	Wt.	
Prescribers	85	76	84	64	77	1	<b>77</b>
Pharmacies	78	56	62	49	61	1	<b>61</b>
MME	74	87	88	87	84	3	<b>252</b>
LME	0	0	0	0	0	1	<b>0</b>
Overlaps	41	70	64	52	56	2	<b>114</b>
<b>Weighted Average (sum/8)</b>							<b>63</b>

5. Add (concatenate) the number of active prescriptions

	60 days	6 mos.	1 year	2 years	Avg	Wt.	
Prescribers	85	76	84	64	77	1	77
Pharmacies	78	56	62	49	61	1	61
MME	74	87	88	87	84	3	252
LME	0	0	0	0	0	1	0
Overlaps	41	70	64	52	56	2	114
Weighted Average (sum/8)							63
Number of Active Narcotic Prescriptions							<u>2</u>
<b>Narcotic Score</b>							<b>63<u>2</u></b>

## Clinical Application

### In-Workflow Use

Narx Scores are intended to be automatically delivered into the clinical workflow as discrete data and be easily viewable within a patient's record. Many systems choose to place the scores in the patient header or alongside the patient's vital signs.

Narx Scores are best viewed at the beginning of a patient encounter, and as such, they should be obtained at or near the time a patient is registered.

### General Considerations

- The primary purpose of providing Narx Scores is to raise provider awareness of the associated PDMP data available for review.
- Concerning Narx Scores are intended to trigger a *discussion*, **not a decision**. If a Narx Score raises concern, the recommended course of action is to evaluate the PDMP data, review any additional pertinent data, and discuss any concerns with the patient.
- Just as there is no single blood pressure that can be considered *normal* for all people, there is no Narx Score that is *normal*. A Narx Score must be applied to the clinical scenario before evaluating appropriateness. For example, a blood pressure of 120/80 can simultaneously be:
  - Inappropriate for a 2-month-old infant
  - Appropriate for a 20-year-old woman
  - Inappropriate for an elderly patient with an average daily blood pressure of 200/100
- Narx Scores are distributed within the PDMP population as follows:
  - 75% of patients score below 200
  - 5% of patients score above 500
  - 1% of patients score above 650

### Example Use Cases

Narx Scores can be used to great effect in certain clinical scenarios. Again, the recommended course of action is to seek additional information and discuss concerns with the patient.

- **Case A** – A 17-year-old male basketball player with other significant history presents with a severe ankle sprain. His Narx Scores are:

<u>Narcotic</u>	<u>Sedative</u>	<u>Stimulant</u>
000	000	000

**Important consideration:** If considered for an opioid due to the severity of injury, this may be the patient's first exposure to the effects of an opioid. Recommend thorough review of the risks and benefits with the patient and consideration of an informed consent process.

- **Case B** – an 81-year-old female presents with decreased level of consciousness following a fall where she suffered a closed head injury. Her Narx Scores are:

<u>Narcotic</u>	<u>Sedative</u>	<u>Stimulant</u>
341	501	000

**Important Consideration:** Many elderly patients are on chronic opioids and benzodiazepines. The use of opioids and benzodiazepines for this patient may have contributed to her fall. The patient may be taking enough medication to develop anxiety seizures due to benzodiazepine withdrawal, complicating the medical picture.

- **Case C** – A 36-year-old male patient with mild chronic back pain frequently treated with opioids presents for a medication refill. On review of the PDMP record, the patient has been to 17 different prescribers in the last year. His Narx Scores are:

<u>Narcotic</u>	<u>Sedative</u>	<u>Stimulant</u>
671	240	000

**Important Consideration:** Many patients obtain medications through multiple different providers. This can be due to the patient being seen in a clinic that is staffed by different providers, or it can be due to *access to care* issues requiring visits to urgent care centers or emergency departments.

### Score-Based Guidance

Score/Range	Notes	Recommendations
000	This may be the first prescription of this type for the patient.	Discuss risks/benefits of using a controlled substance. Consider informed consent.
010–200	Approximately 75% of scores fall in this range. Occasionally, patients in this score range have a remote history of high usage (> 1 year ago).	Review use patterns for unsafe conditions. Discuss any concerns with patient. See guidance below. If previously high usage exists with recent abstinence, consider risk/benefits of new prescriptions.
201–650	Approximately 24% of scores fall in this range.	Review use patterns for unsafe conditions. Discuss any concerns with patient. See guidance below.
650	Approximately 1% of scores fall in this range. Some patient records may have a score in this range and <i>still be within prescriber expectations</i> . Many patient records include some level of multiple provider episodes, overlapping prescriptions, or elevated milligram equivalency.	Review use patterns for unsafe conditions. If multiple providers involved in unsafe prescribing, discuss concern with patient and consider contacting other providers directly. If multiple pharmacies involved in unsafe prescribing, discuss concern with patient and consider pharmacy lock-in program. If overlapping medications of same or different type, discuss concern with patient and consider taper to lower dose and/or discontinuation of potentiating medications. If patient has evidence of a substance use disorder, consider inpatient admit or referral for outpatient evaluation and treatment.

## Overdose Risk Score

The NarxCare application delivers several elements of discrete data and a visually enhanced, interactive PDMP report. Contained on the report, and delivered as discrete data, is an Overdose Risk Score (ORS). This score numerically represents the risk of unintentional overdose death.

The ORS has the following characteristics:

1. The score is three digits and ranges from 000–999.
2. Risk approximately doubles for every 100-point increase in the score.
3. Using patients who score 0–199 as a reference group, the odds ratio associated with successive 100-point bins is as follows:

ORS	Odds Ratio of Unintentional Overdose Death
000–199	1
200–299	10
300–399	12
400–499	25
500–599	44
600–699	85
700–799	141
800–899	194
900–999	329

### ORS Algorithm

The ORS algorithm was derived using machine learning and other predictive techniques applied to a large case series of over 5,000 unintentional overdose deaths. For the first version of the score, more than 70 PDMP variables were evaluated with 12 chosen for the final model.

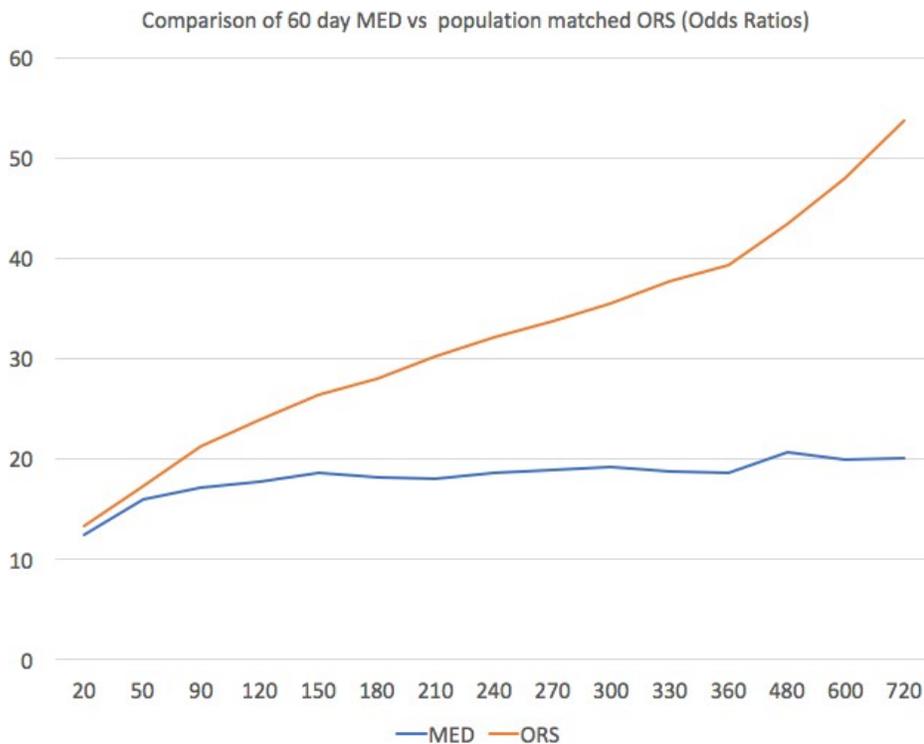
Subsequent revisions of the model have included evaluation of thousands of variables, and efforts to include non-PDMP data such as criminal justice information, claims data, overdose registry data, etc., are ongoing. A specific characterization of the current variables and coefficients is beyond the scope of this document. In general, the variables that have shown to be predictive of unintentional overdose death include:

- The number of pharmacies visited per unit time
- Maximum morphine milligram equivalency (MME) in the last year
- The number of prescribers in the last two years
- Various slopes of opioid and sedative use
- Various slopes of prescriber usage

This section will be updated when new types of variables are incorporated and/or new sets of data are included.

## Clinical Application

The ORS is intended to eventually provide a holistic estimate of overdose risk. At the current time, the risk assessment does not incorporate any data other than PDMP usage. This aligns the clinical application of the score with other sources of overdose risk assessment based on PDMP data such as number of pharmacies visited in the last 90 days or daily morphine equivalent dose (MED). The ORS performs much better than estimates using only one variable. For example, when comparing the utility of average MED in the last 60 days to the ORS, one can easily see that while MED does have a dose response curve, the ORS has markedly higher performance.



The absolute risk of death from unintentional overdose is very low in the population of patients found in a PDMP. Even though the annual unintentional overdose death rate is unacceptably high, measured in the thousands for many states, the number of people using controlled substances in those same states are in the multiple millions. Patients on elevated doses of medication are also prevalent and have a low overall incidence of unintentional overdose death. For example, in evaluating average daily MED over a period of 60 days in one state, the following death rates were found:

60-day MED avg	Decedents	Living	Death Rate
90 MED	1,008	162,231	0.6%
150 MED	722	94,681	0.8%
480 MED	144	13,693	1.0%

The results of this analysis equate the CDC-recommended maximum 90 MED for chronic opioid use to an expected death rate of just 0.6%. It isn't until you get to an average MED of 480 that the death rate reaches 1%, and at that level, there are over 13,000 patients in the PDMP database.

One method of incorporating the ORS into clinical practice is to use a value of 650 as a threshold approximately equivalent to the CDC's recommended maximum of 90 MED. Just as patients who are above 90 MED are often evaluated for dose reduction, patients above a score of 650 may similarly be considered for:

1. Substance Use Disorder evaluation and treatment (if appropriate)
2. Discontinuation of potentiating drugs (if present)
3. Dose reduction
4. Provider lock-in
5. Pharmacy lock-in
6. Consideration of non-opioid therapy

### Score-Based Guidance

The ORS can be applied to clinical practice in a manner analogous to daily MED. The CDC opioid prescribing guidelines recommend naloxone be considered at 50 MED and that most patients should be treated at a dose of 90 MED or less. Using an equivalent population methodology, the following ORS ranges can be associated with CDC MED-based guidance.

Score	Approximate CDC MED Equivalent	Guidance
< 010–440	< 50 MED	Consider other sources of risk beyond PDMP data. See below
450–650	50 MED (or more)	Consider naloxone prescription. See below.
> 650	90 MED (or more)	Consider naloxone prescription. Review use patterns for unsafe conditions. If multiple providers involved in unsafe prescribing, discuss concern with patient and consider contacting other providers directly. If multiple pharmacies involved in unsafe prescribing, discuss concern with patient and consider pharmacy lock-in program. If overlapping medications of same or different type, discuss concern with patient and consider taper to lower dose and/or discontinuation of potentiating medications. If patient has evidence of a substance use disorder, consider inpatient admitor referral for outpatient evaluation and treatment.

## Additional Risk Indicators

The NarxCare application delivers several elements of discrete data and a visually enhanced, interactive PDMP report. Contained on the report, and delivered as discrete data, are a set of Additional Risk Indicators. These indicators may be determined by the state PDMP and are felt to have stand-alone value.

This section is intended to aggregate important information from multiple sources of data. These data sources may include PDMP data, claims data, overdose registry data, continuity of care documents, and criminal justice.

There are currently three PDMP based indicators:

- More than 5 providers in any 365-day period
- More than 4 pharmacies in any 90-day period
- More than 40 MED average and more than 100 MME total at any time in the previous 2 years

These indicators are based on the following literature:

- **Provider red flag:** Hall AJ, Logan JE, Toblin RL, et al. Patterns of Abuse Among Unintentional Pharmaceutical Overdose Fatalities. *JAMA*. 2008;300(22): 2613–2620. doi:10.1001/jama.2008.802.
- **Pharmacy red flag:** Yang Z, Wilsey B, Bohm M, et al. Defining Risk of Prescription Opioid Overdose: Pharmacy Shopping and Overlapping Prescriptions Among Long-Term Opioid Users in Medicaid. *The Journal of Pain*. 16(5): 445–453.
- **40 MED red flag:** Paulozzi L, Kilbourne E, Shah N, et. al. A History of Being Prescribed Controlled Substances and Risk of Drug Overdose Death. *Pain Medicine*. 2012;13(1): 87–95. doi: 10.1111/j.1526-4637.2011.01260.x.

## Clinical Application

PDMP-based indicators typically corroborate any concerns raised by the Narx Scores and ORS.

When available, additional risk indicators sourced from non-PDMP data sources may represent other dimensions of risk such as past heroin use, substance use disorder, previous overdose, etc.

When non-PDMP indicators become routinely available, they will be modeled into the ORS, and it may then be the case that a patient may have low Narx Scores (due to low use of prescribed controlled substances) BUT have an elevated ORS (due to high risk associated with non-PDMP data).

In all cases, if a provider determines that inappropriate risk exists for a patient, they should seek additional information, discuss the risk concern with the patient, and choose appropriate medical care options that are in the best interest of the patient.

### Indicator-Based Guidance

Indicator	Guidance
More than 5 providers in any year (365 days)	Review use patterns for unsafe conditions. If multiple providers involved in unsafe prescribing, discuss concern with patient and consider contacting other providers directly.
More than 4 pharmacies in any 90-day period	Review use patterns for unsafe conditions. If multiple pharmacies involved in unsafe prescribing, discuss concern with patient and consider pharmacy lock-in program.
More than 40 MED per day average and more than 100 MME total	Review use patterns for unsafe conditions. Consider taper to lower dose and/or discontinuation of potentiating medications.
If all 3 indicators present	Review use patterns for unsafe conditions. If multiple providers involved in unsafe prescribing, discuss concern with patient and consider contacting other providers directly. If multiple pharmacies involved in unsafe prescribing, discuss concern with patient and consider pharmacy lock-in program. If overlapping medications of same or different type, discuss concern with patient and consider taper to lower dose and/or discontinuation of potentiating medications. If patient has evidence of a substance use disorder, consider inpatient admit or referral for outpatient evaluation and treatment.